



# CITY AND BOROUGH OF SITKA

## Meeting Agenda - Final

### Planning Commission

*Chris Spivey, Chair  
Darrell Windsor, Vice Chair  
Randy Hughey  
Victor Weaver*

---

Wednesday, November 6, 2019

7:00 PM

Harrigan Centennial Hall

---

I. CALL TO ORDER AND ROLL CALL

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM 19-16](#) Approve the October 16, 2019 minutes.

*Attachments:* [16-Oct 16 2019 DRAFT](#)

IV. PERSONS TO BE HEARD

*(Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the Chair imposes other time constraints at the beginning of the agenda item.)*

V. PLANNING DIRECTOR'S REPORT

VI. REPORTS

VII. THE EVENING BUSINESS

- B**      [CUP 19-20](#)      Public hearing and consideration of a conditional use permit for a short-term rental at 103 Kramer Avenue in the R-1 MH single-family, duplex, and manufactured home zoning district. The property is also known as Lot A, Horvath Subdivision. The request is filed by Matthew and Sidney Kinney. The owners of record are Matthew and Sidney Kinney.

**Attachments:** [CUP 19-20 103 Kramer STR Staff Report](#)  
[CUP 19-20 103 Kramer STR Aerial](#)  
[CUP 19-20 103 Kramer STR STR Density](#)  
[CUP 19-20 103 Kramer STR Floor Plan](#)  
[CUP 19-20 103 Kramer STR Photos](#)  
[CUP 19-20 103 Kramer STR Plat](#)  
[CUP 19-20 103 Kramer STR Renter Handout](#)  
[CUP 19-20 103 Kramer STR Application](#)

- C**      [CUP 19-21](#)      Public hearing and consideration of a conditional use permit for a short-term rental at 3009 Halibut Point road in the R-1 MH single-family, duplex, and manufactured home zoning district. The property is also known as the Northwesterly portion of Lot U, US Survey 2751, Sitka Small Tracts Group. The request is filed by Charles and Theresa Olson. The owners of record are Charles and Theresa Olson.

**Attachments:** [CUP 19-21 3009 HPR STR Staff Report](#)  
[CUP 19-21 3009 HPR STR Aerial](#)  
[CUP 19-21 3009 HPR STR STR Density](#)  
[CUP 19-21 3009 HPR STR Floor Plan](#)  
[CUP 19-21 3009 HPR STR Photos](#)  
[CUP 19-21 3009 HPR STR Plat](#)  
[CUP 19-21 3009 HPR STR Renter Handout](#)  
[CUP 19-21 3009 HPR STR Application](#)

- D**      [CUP 19-22](#)      Public hearing and consideration of a conditional use permit for a short-term rental at 2160 Halibut Point Road in the R-1 MH single-family, duplex, and manufactured home zoning district. The property is also known as Lot 1, Vonrekowski Subdivision. The request is filed by Charles and Theresa Olson. The owners of record are Charles and Theresa Olson.
- Attachments:** [CUP 19-22 2160 HPR STR Staff Report](#)  
[CUP 19-22 2160 HPR STR Aerial](#)  
[CUP 19-22 2160 HPR STR STR Density](#)  
[CUP 19-22 2160 HPR STR Floor Plan](#)  
[CUP 19-22 2160 HPR STR Photos](#)  
[CUP 19-22 2160 HPR STR Plat](#)  
[CUP 19-22 2160 HPR STR Renter Handout](#)  
[CUP 19-22 2160 HPR STR Application](#)
- E**      [P 19- 05](#)      Public hearing and consideration of a final plat for a minor subdivision to result in two lots at 601 Alice Loop in the Waterfront zoning district. The property is also known as Lot 10 Alice and Charcoal Island Subdivision. The request is filed by Shee Atika Holdings Alice Island, LLC. The owner of record is Shee Atika Holdings Alice Island, LLC.
- Attachments:** [P 19-05 Shee Atika 601 Alice Loop Subdivision Staff Report](#)  
[P 19-05 Shee Atika 601 Alice Loop Subdivision Aerial](#)  
[P 19-05 Shee Atika 601 Alice Loop Subdivision Current Plat](#)  
[P 19-05 Shee Atika 601 Alice Loop Subdivision Proposed Plat](#)  
[P 19-05 Shee Atika 601 Alice Loop Subdivision Photos](#)  
[P 19-05 Shee Atika 601 Alice Loop Subdivision Applicant Materials](#)
- F**      [P 19- 06](#)      Public hearing and consideration of a final plat for a hybrid minor subdivision to result in five lots at 430 and 470 Alice Loop in the Waterfront zoning district. The properties are also known as Lot 11C and 11D William Paul Subdivision. The request is filed by Shee Atika Inc. The owner of record is Shee Atika Inc.
- Attachments:** [P 19-06 Shee Atika 430 & 470 Alice Loop Staff Report](#)  
[P 19-06 Shee Atika 430 & 470 Alice Loop Aerial](#)  
[P 19-06 Shee Atika 430 & 470 Alice Loop Current Plat](#)  
[P 19-06 Shee Atika 430 & 470 Alice Loop Proposed Plat](#)  
[P 19-06 Shee Atika 430 & 470 Alice Loop Photos](#)  
[P 19-06 Shee Atika 430 & 470 Alice Loop Applicant Materials](#)

**VIII. ADJOURNMENT**

*NOTE: More information on these agenda items can be found at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Planning Office at 100 Lincoln Street. Individuals having concerns or comments on any item are encouraged to provide written comments to the Planning Office or make comments at the Planning Commission meeting. Written comments may be dropped off at the Planning Office in City Hall, emailed to [planning@cityofsitka.org](mailto:planning@cityofsitka.org), or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.*

*Publish:*



# CITY AND BOROUGH OF SITKA

## Minutes - Draft

### Planning Commission

*Chris Spivey, Chair*  
*Darrell Windsor, Vice Chair*  
*Randy Hughey*  
*Victor Weaver*

---

Wednesday, October 16, 2019

7:00 PM

Harrigan Centennial Hall

---

#### I. CALL TO ORDER AND ROLL CALL

Present: Chris Spivey (chair), Darrell Windsor, Randy Hughey, Victor Weaver, Stacy Mudry  
Absent: Kevin Mosher (assembly liaison)  
Staff: Amy Ainslie  
Public: Colin Flanagan, Kerri O'Toole, Jacob Kirkness, Dan Falvey, Richard Wein, Trevor Harang, Tracie Harang, Shannon Haugland  
**Chair Spivey called the meeting to order at 7:00 pm.**

#### II. CONSIDERATION OF THE AGENDA

#### III. CONSIDERATION OF THE MINUTES

M-Hughey/S-Windsor moved to approve the October 2, 2019 minutes. Motion passed 5-0 by voice vote.

A [PM 19-15](#) Approve the October 2, 2019 minutes.

**Attachments:** [15-Oct 2 2019 DRAFT](#)

#### IV. PERSONS TO BE HEARD

#### V. PLANNING DIRECTOR'S REPORT

Ainslie informed the Commission that a formal offer for the Municipal Administrator position had been made from the Assembly to John Leach. If Leach accepted the position, he would start in the spring, likely early April. The Assembly had hired Hugh Bevan to serve as the Interim Municipal Administrator until Leach could start. There were no updates on filling the Planning Director position. Ainslie asked the Commissioners about their availability for December meetings as there was a question of whether or not the meetings would have a quorum, and if not, Ainslie would like to provide notice to the public. Based on the Commissioners responses, it appeared there would be a quorum for both December meetings.

#### VI. REPORTS

**VII. THE EVENING BUSINESS**

- B**     [MISC 19-17](#)     Public hearing and consideration of an amendment to CUP 19-12, an approved conditional use permit for a food stand at 200 Lincoln Street in the Central Business District. The property is also known as Lot 6, Block 1 Sitka Townsite. The request is filed by Colin Flanagan. The owners of record are Troy and Vickie Denkinger.

**Attachments:**     [MISC 19-17\\_CUP 19-12 Amendment\\_Staff Memo](#)  
                              [MISC 19-17\\_CUP 19-12 Amendment\\_Aerial](#)  
                              [MISC 19-17\\_CUP 19-12 Amendment\\_Application & Narrative](#)  
                              [MISC 19-17\\_CUP 19-12 Amendment\\_Site Plan & Drawings](#)  
                              [MISC 19-17\\_CUP 19-12 Amendment\\_Minutes](#)  
                              [MISC 19-17\\_CUP 19-12 Amendment\\_Original CUP Information](#)

Ainslie provided history on the original conditional use permit request, particularly focusing on the proposed set-up for food service which included an 8' x 8' pop-up canopy tent and tables. The applicant, Colin Flanagan, was interested in utilizing a more sound structure and had partnered with the Sitka High School (SHS) shop program to commission and purchase a shed-type structure. Ainslie felt this was a significant enough change to the original proposal to warrant an amendment to the permit and review from the Commission. The new structure could be more aesthetically pleasing as opposed to the pop-up tent, though this was subjective. Ainslie also maintained that like the original proposal, the structure would not impede pedestrian or vehicular traffic as the alley was not a thoroughfare connecting Lincoln Street and Harbor Drive, and that there were no expected additional impacts in terms of noise, odors, or hours of operation. Conversely, Ainslie noted two primary concerns. First, the structure would have to be moved with a forklift which could be an impediment to traffic while placing or removing it. Second, there was the potential for accessibility by emergency services to be impacted due to the size of the structure relative to the width of the alley. The proposal had been reviewed and approved by the Fire Chief, the applicant was working with the Building Department. Ainslie had added a passing fire/life/safety inspection from the Building Department to the conditions of approval. Given that these concerns could be monitored and mitigated, Ainslie recommended approval.

Colin Flanagan came forward, reiterating that he was working with Mike Viera of the SHS shop program to design the shed to meet the needs of his business including the size, food safety concerns, and service window. This would be a new design from the sheds the students usually produced, which was interesting for the students to work on. Flanagan stated that the structure would be placed at the location in question in May and removed in October. Flanagan emphasized that the moving of the structure would be done early in the morning to avoid traffic impediments. Hughey asked if the structure had to be moved or if it could stay in place year-round, Flanagan answered that due to Building Code requirements if the structure was in place for more than 180 days it would have to have a permanent foundation. Hughey also asked about the aesthetics of the structure and if it would match the look and feel of other downtown buildings. Flanagan stated that the aesthetic design was a priority and he wanted to operate a business that did not look out of place in the downtown area. Mudry discussed some of the challenges of forklift operations.

Richard Wein stated concerns regarding fire and ventilation inside a small, enclosed space and asked the Commission to consider whether or not the shed structure would be safer than the open canopy tent.

The Commissioners felt that between Fire Department and Building Department oversight, any safety concerns could be monitored and/or mitigated. Ainslie added that DEC's Food Safety had also been consulted on the proposal.

**M-Hughey/S-Windsor moved to approve the proposed amendment to CUP 19-12, a conditional use permit for a food stand in the central business district located at 200 Lincoln Street subject to the attached conditions of approval. The property was also known as Lot 6, Block 1, Sitka Townsite. The request was filed by Colin Flanagan. The owners of record were Troy and Vickie Denkinger. Motion passed 5-0 by voice vote.**

**C**     [CUP 19-19](#)

Public hearing and consideration of a conditional use permit for a short-term rental at 210 Lakeview Drive in the R-1 single family and duplex residential district. The property is also known as Lot 54, Amended Lakeview Heights Subdivision. The request is filed by Jacob Kirkness and Kerri O'Toole. The owners of record are Jacob Kirkness and Kerri O'Toole.

**Attachments:**     [CUP 19-19 210 Lakeview STR Staff Report](#)  
[CUP 19-19 210 Lakeview STR Aerial](#)  
[CUP 19-19 210 Lakeview STR STR Density](#)  
[CUP 19-19 210 Lakeview STR Floor Plan](#)  
[CUP 19-19 210 Lakeview STR Photos](#)  
[CUP 19-19 210 Lakeview STR Plat](#)  
[CUP 19-19 210 Lakeview STR Renter Handout](#)  
[CUP 19-19 210 Lakeview STR Application](#)

Ainslie described the density map included in the packet to show short-term rentals in the area. There was one other short-term rental on Lakeview Drive. There was a dense concentration of short-term rentals on the other side of Halibut Point Road in the Marine Street/Eler Street/Marine Street neighborhood. Ainslie described the unit to be rented as a one bedroom, one bathroom dwelling unit attached to the main house. The main house was the primary residence of the owners, so the owners would be on site to monitor any issues that could arise. There was ample parking available, easily meeting the requirement of two spaces per dwelling unit. Lakeview Drive functioned as a loop and had adequate size and condition to handle the vehicular traffic generated from the rental. There were many buffers between the property and neighbors - the house was set over 100 feet back from the front property line, there was lots of vegetation, and the property bordered the lake on one side. Ainslie recommended approval.

The applicants, Jacob Kirkness and Kerri O'Toole came forward. Commissioners asked if they had any information or thoughts to add to the staff report. O'Toole stated that she wanted to have flexibility with the space to try out both long and short-term renting. Commissioners had no further questions.

**M-Windsor/S-Hughey moved to approve the conditional use permit for a short-term rental at 210 Lakeview Drive in the R-1 single-family and duplex residential district subject to the attached conditions of approval. The property is also known as Lot 54, Amended Lakeview Heights Subdivision. The request**

was filed by Jacob Kirkness and Kerri O'Toole. The owners of record were Jacob Kirkness and Kerri O'Toole. Motion passed 5-0 by voice vote.

**M-Windsor/S-Hughey moved to adopt the required findings for conditional use permits. Motion passed 5-0 by voice vote.**

**D**     [VAR 19-05](#)

Public hearing and consideration of a platting variance to connect more than four properties to a private utility system at 123 Anna Drive in the R-2 multifamily residential district. The property is also known as Lot 3, Miller Subdivision. The applicant is Daniel Falvey. The owners of record are Daniel Falvey and Kathleen O'Gara.

- Attachments:**     [VAR 19-05 Falvey 123 Anna Drive\\_Staff Memo](#)  
                                  [VAR 19-05 Falvey 123 Anna Drive\\_Minutes](#)  
                                  [VAR 19-05 Falvey 123 Anna Drive\\_Access Easement and Utility Maintenance Agreement](#)  
                                  [VAR 19-05 Falvey 123 Anna Drive\\_Preliminary Plat](#)

Ainslie provided history on the request, noting that a conceptual plat for the subdivision had been approved by the Commission at their March 6, 2019 meeting. The request is for a minor subdivision resulting in 2 lots within a hybrid minor subdivision. At the time, it was unclear whether the new lot would connect to public utilities on Anna Drive, or connect to the private utility system farther up Anna Drive. Per the subdivision code, connecting more than four lots to private utility systems required a platting variance. The applicant, Daniel Falvey, had spoken with the Public Works Department and found it would be better to connect to the private utility system because of the distance of trenching that would be required to reach the public utilities which would create a major disturbance to neighboring properties, the angle of the connection, and potential disturbance to public utility users on Anna Drive. Falvey had also worked with neighboring properties to create, agree to, and record a new maintenance agreement for the access easement and the private utility system. Ainslie recommended approval, concluding that the platting variance would not be injurious to the health or safety of others, prevents extensive road disturbance, and enabled neighborhood harmony through the creation of the new maintenance agreement.

Falvey came forward to provide more detail on his plans and some of the challenges of connecting to public utilities. Falvey clarified that over 300 feet of trenching would be required to connect to the public system which would be cost prohibitive and a major disturbance to access for neighbors. Falvey answered questions about the line sizes and the pumphouse, clarifying that there were currently five users and this proposal would increase that to six. Falvey added that it would be beneficial to have another property sharing in the cost of the pumphouse.

**M-Hughey/S-Windsor moved to approve the platting variance to connect more than four properties to a private utility system at 123 Anna Drive in the R-2 multifamily residential district. The property was also known as Lot 3, Miller Subdivision. The applicant was Daniel Falvey. The owners of record were Daniel Falvey and Kathleen O'Gara. Motion passed 5-0 by voice vote.**

**M-Hughey/S-Windsor moved to adopt the required findings for platting variances. Motion passed 5-0 by voice vote.**

**E**     [P 19-01](#)

Public hearing and consideration of a preliminary plat to result in two lots at 123 Anna Drive in the R-2 multifamily residential district. The property is also

known as Lot 3, Miller Subdivision. The applicant is Daniel Falvey. The owners of record are Daniel Falvey and Kathleen O'Gara.

**Attachments:**    [P 19-01 Falvey 123 Anna Drive Staff Report](#)  
[P 19-01 Falvey 123 Anna Drive Aerial](#)  
[P 19-01 Falvey 123 Anna Drive Current Plat](#)  
[P 19-01 Falvey 123 Anna Drive Preliminary Plat](#)  
[P 19-01 Falvey 123 Anna Drive Photos](#)  
[P 19-01 Falvey 123 Anna Drive Drainage Report](#)  
[P 19-01 Falvey 123 Anna Drive Applicant Materials](#)

Following on from the previous item, Ainslie provided more specifics on the new lots to be created. Lot 1 with the existing home would become 24,233 square feet net of access easements. Lot 2, the new lot, would be 13,877 square feet net of access easements. Both lots far exceeded the 6,000 square foot minimum for the zoning district. The new lot would be in a picturesque, residential neighborhood with mountain views and sparse development. The applicant, Daniel Falvey, planned to build an approximately 1200 square foot home on the new lot, and some lot preparation had been done. Ainslie also referenced the newly adopted maintenance agreement for the access easement and private utilities that Falvey had successfully executing which was a good improvement for the neighborhood. A drainage report had also been completed and reviewed by city engineering; city engineering had reviewed, and agreed to, the drainage plan. Ainslie recommended approval, concluding that while the area had been oddly developed and platted, the proposal was a creative use of the available area, and fit within the frameworks laid out in the subdivision code.

Falvey stated that since conceptual plat approval, he had worked in good faith to complete the list of items he was told needed to be completed prior to preliminary plat approval including working on the updated maintenance agreement, having a survey done, and commissioning the drainage report. Falvey added that the drainage in the area would be improved as a result of his work on the road and new drainage ditches being constructed. Falvey also discussed some of the site plans for potential placement of a new residential structure.

Richard Wein, a property owner in the neighborhood, had questions regarding the site plan and where a house would be placed in relation to the road. Wein was primarily concerned with winter driving conditions. The grade of the road, coupled with ice and snow, made the road dangerous. If traction was lost, cars coming downhill currently could slide into this vacant area. If a home was constructed, vehicles could slide into the structure, parked cars, or the residents themselves. Commissioners and Falvey reviewed the plat, the width of the road, the placement of large rock walls along the roadsides, and the proposed house placement.

There were also concerns from Commissioners regarding drainage; Mudry and Windsor both voiced concern regarding lack of guidance from a Planning Director. Hughey stated drainage reports and planning were done through city engineering, even when a Planning Director was in place and therefore felt there was adequate assurance that drainage was properly handled/accounted for. Weaver also agreed that drainage reports were completed, and reviewed, by engineers which Planning Directors usually did not have direct expertise in.

M-Hughey/S-Windsor moved to approve the preliminary plat of a hybrid minor subdivision to result in two lots at 123 Anna Drive in the R-2 multifamily residential district subject to the attached conditions of approval. The property was also known as Lot 3, Miller Subdivision. The request was filed by Daniel Falvey. The owners of record were Daniel Falvey and Kathleen O'Gara. Motion passed 5-0 by voice vote.

M-Hughey/S-Windsor moved to adopt the findings as listed in the staff report. Motion passed 5-0 by voice vote.

#### VIII. ADJOURNMENT

Seeing no objection, Chair Spivey adjourned the meeting at 8:05 pm.



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## **Planning and Community Development Department**

### **AGENDA ITEM**

Case No: CUP 19-20  
Proposal: Request for short-term rental at 103 Kramer Avenue  
Applicant: Matthew and Sidney Kinney  
Owner: Matthew and Sidney Kinney  
Location: 103 Kramer Avenue  
Legal: Lot A, Horvath Subdivision  
Zone: R-1 MH single-family, duplex, and manufactured home zoning district  
Size: 8,340 SF  
Parcel ID: 2-5181-001  
Existing Use: Residential  
Adjacent Use: Single-family and duplex housing  
Utilities: Existing  
Access: Kramer Avenue

### **KEY POINTS AND CONCERNS**

- Neighborhood appears to be primarily residential uses including single-family and duplex dwellings.
- The short-term rental is in a structure with one dwelling unit, 3 bed/2.5 bath
- The renter information handout shall comply with conditions of approval, specifically regarding access, parking, quiet hours, trash management, transportation, and respect for the neighborhood.
- Short-term rentals have impacts to long-term rentals and home values. This is important to note regarding this specific proposal and STRs at large.

### **RECOMMENDATION**

Staff recommends that the Planning Commission approve the short-term rental at 103 Kramer Avenue subject to the recommended conditions of approval.

## **BACKGROUND/PROJECT DESCRIPTION**

The following request is for a conditional use permit for short-term rental (STR) within a single-family home. The unit to be used for short-term rentals is a 3,000 sf dwelling unit with 3 bedrooms, 2.5 bathrooms, and a 2 car garage.

Property is located off of Kramer Avenue which has low to moderate traffic volume and is accessed via an easement. The easement, while not signed, appears to have adequate condition and size to handle traffic generated from the rental.

## **ANALYSIS**

### **1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.<sup>1</sup>**

**a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:**

Applicant does not anticipate significant increase in vehicular traffic nor impact from proposed use as there is parking on-site, meeting the Sitka General Code requirement to afford space for two vehicles per dwelling unit. Home is accessed from Kramer Avenue via an easement.

**b. Amount of noise to be generated and its impacts on surrounding land use:** Short term rentals have the potential to create noise from transient guests, however a property owners live in town and are available to address concerns.

**c. Odors to be generated by the use and their impacts:** Potential odor impacts are minimal and in line with similar residential uses. Garbage shall be disposed of in a municipal container and in accordance with Sitka General Code requirements.

**d. Hours of operation:** Available April – October.

**e. Location along a major or collector street:** Accessed from a residential street and then via easement.

**f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario:** Home can only be accessed from Kramer Avenue via access easement. No other cut-through routes are present.

**g. Effects on vehicular and pedestrian safety:** No significant changes expected, minimal traffic with one or two cars utilized for the rental.

---

<sup>1</sup> § 22.24.010.E

**h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:**

Residence has reasonable access from Kramer Avenue. Applicant does not anticipate a change from the current ability of emergency services personnel to access the site.

**i. Logic of the internal traffic layout:** The rental unit is a single dwelling unit on two stories. The structure contains a kitchen, living/dining space, 3 bedrooms and 2.5 bathrooms.

**j. Effects of signage on nearby uses:** No signage proposed. All signs shall comply with Sitka General Code.

**k. Presence of existing or proposed buffers on the site or immediately adjacent the site:** House is set away from main road and accessed via easement. Some vegetation is present to provide buffering. While sides of property are close to neighboring structures due to narrowness of lot, the rear of the lot and abutting properties have extensive green space.

**l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan:** An STR can help support the existing and growing tourism industry by providing transient guests with short-term housing options that allow the potential for more visitors to visit Sitka, bringing in money and creating opportunities for job creation and economic development. STRs also increase the affordability of housing for owners by offsetting housing costs with rental income. However, STRs correlate with negative impacts to available housing stock for residents, long-term rental rates, and increased purchase prices for housing.

**m. Other criteria that surface through public comments or planning commission review:** None at this time.

**RECOMMENDATION**

The Planning Department recommends that the Planning Commission approve the conditional use permit application for a short-term rental at 103 Kramer Avenue subject to the recommended conditions of approval.

**ATTACHMENTS**

- Attachment A: Aerial
- Attachment B: STR Density
- Attachment C: Floor Plan
- Attachment D: Photos
- Attachment E: Plat
- Attachment F: Renter Handout
- Attachment G: Application

## **CONDITIONS OF APPROVAL**

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application, narrative, and plans that were submitted with the request.
3. The applicant shall submit an annual report beginning in 2020, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve month period starting with the date the facility began operation, bed tax remitted, any violations, concerns, and solutions implemented. The report is due within thirty days following the end of the reporting period.
4. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties upon receipt of meritorious complaint or evidence of violation of conditions of approval.
5. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
6. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
7. To mitigate the impact of odor from the short-term rental and comply with bear attraction nuisance requirements, the property owner shall assure all trash is deposited in trash receptacles and only placed on street for collection after 4:00 a.m. on trash collection day.
8. To mitigate parking and traffic impacts, property owner shall provide detailed parking and traffic rules, and shall ensure all parking for all uses (residential or short-term rental) shall occur off-street, on-site, and further that should off-site parking occur at any time, the conditional use permit shall be revoked.
9. Any signs must comply with Sitka General Code 22.20.090.
10. A detailed rental overview shall be provided to renters detailing directions to the unit, transportation options, appropriate access, parking, trash management, noise control/quiet hours, and a general condition to respect the surrounding residential neighborhood. The renter handout shall include an advisory note to tenants to be mindful of vehicle and especially pedestrian traffic in the area, and to exercise caution coming and going from the property in motor vehicles.
12. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.
13. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

## **Motions in favor of approval**

- 1) “I move to approve the conditional use permit for a short-term rental at 103 Kramer Avenue in the R-1 MH single-family, duplex, and manufactured home zoning district subject to the attached conditions of approval. The property is also known as Lot A, Horvath Subdivision. The request is filed by Matthew and Sidney Kinney. The owners of record are Matthew and Sidney Kinney.
- 2) “I move to adopt the required findings for conditional use permits.”

The Planning Commission shall not approve a proposed development unless it first makes the following findings and conclusions:<sup>2</sup>

**1. ...The granting of the proposed conditional use permit will not:**

- a. **Be detrimental to the public health, safety, and general welfare;** *specifically, conditions of approval require responsible management of garbage, noise, traffic, and parking, which will be monitored and enforced by the applicant.*
  - b. **Adversely affect the established character of the surrounding vicinity;** *specifically, the rental makes use of an already developed single-family home with owner/manager monitoring the property.*
  - c. **Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site in which the proposed use is to be located;** *specifically, by the enforcement of mitigation for potential impacts including traffic, odor, noise, and parking.*
- 2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation;** *specifically, to help sustain the existing and growing tourism industry in support of economic development goals and objectives to increase employment and attract new business.*
- 3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced;** *specifically, the applicant will monitor the property to enforce conditions 24/7. Violation of the rules provided in the rental overview may be grounds for eviction.*

---

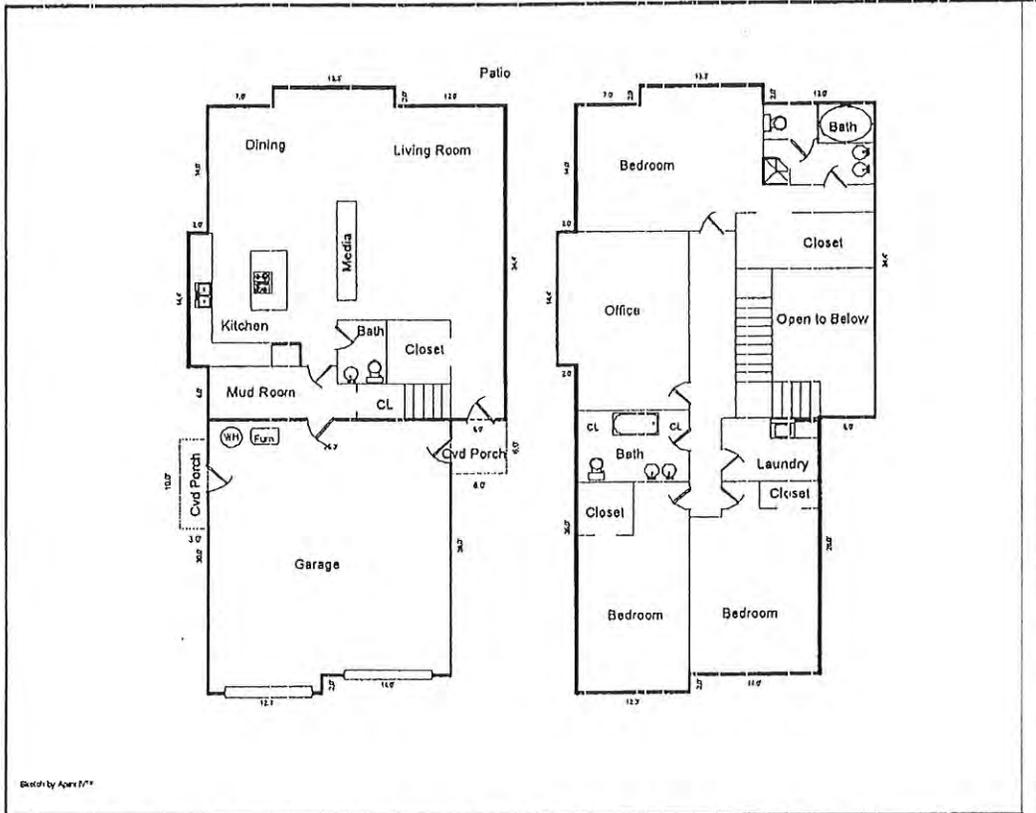
<sup>2</sup> §22.30.160(C)—Required Findings for Conditional Use Permits





### Building Sketch

Client	First Bank		
Property Address	103 Kramer Ave		
City	Sitka	County	City and Borough of Sitka
State	AK	Zip Code	99835
Lender	First Bank		



Sketch by Apex 2/14

Comments: Note: Interior walls are not to scale. All calculations are approximate.

AREA CALCULATIONS SUMMARY			
Code	Description	Net Size	Net Totals
GLA1	First Floor	1166.5	1166.5
GLA2	Second Floor	1927.5	1927.5
P/P	Front Cvd Porch	36.0	
	Rear Cvd Porch	30.0	66.0
GAR	Garage	761.0	761.0
Net LIVABLE Area (Rounded)			3094

LIVING AREA BREAKDOWN			
Breakdown			Subtotals
<b>First Floor</b>			
2.0	x	13.3	26.6
2.0	x	14.4	28.8
6.0	x	34.4	206.4
26.3	x	34.4	904.7
<b>Second Floor</b>			
2.0	x	14.4	28.8
26.3	x	62.4	1641.1
2.0	x	12.3	24.6
6.0	x	34.4	206.4
2.0	x	13.3	26.6
9 Items	(Rounded)		3094

SW 4/7/15  
MK 4/7/15







LOT 2

CURB & GUTTER (TYP.)

12'

12'

139.00'

HOUSE

49.5'

LOT A

EAVE (TYP.)

139.00'

OIL TANK

DRAINAGE

N 60°00' E

5 300.00' E (R)

80.00' (R)

UTILITY EASEMENT

EXISTING UTILITY EASEMENT

10'

HORVATH SUBD.

LOT 1

LOT B

LOT 11A

BASIS OF BEARINGS

S 60°00' W 272.85' (R)  
272.85' (M)

KRAMER

AVENUE

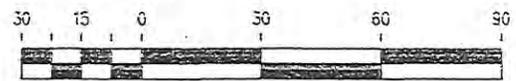
CLIENT: FLORAW  
BOX 718  
SITKA, ALASKA 99835

**LEGEND**

- ⊙ PRIMARY BRASS CAP (RECOVERED)
- REBAR AND PLASTIC CAP (RECOVERED)
- ⊙ REBAR AND ALUMINUM CAP (RECOVERED)
- (R) RECORD DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

**PLAT NOTES**

1. OFFSET DISTANCES ARE SHOWN TO THE NEAREST ONE HALF FOOT FROM THE PROPERTY LINE TO THE IMPROVEMENT.
2. THIS PLAT DOES NOT MEET MINIMUM STANDARDS FOR BOUNDARY SURVEYS, AS SET FORTH BY THE ALASKA SOCIETY OF PROFESSIONAL LAND SURVEYORS, (ASPLS).
3. THIS PLAT IS NOT TO BE SCALED FROM, USE GIVEN DIMENSIONS ONLY.
4. UNDERGROUND UTILITIES, IF ANY, ARE NOT SHOWN ON THIS PLAT.



SCALE IN FEET

**O'NEILL**  
**SURVEYING AND ENGINEERING**  
 P.O. BOX 1849 SITKA, ALASKA 99835  
**AS-BUILT SURVEY**  
**LOT A**  
**HORVATH SUBDIVISION**



**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY DESCRIBED ON THIS PLAT. I DECLARE THAT IMPROVEMENTS AND VISIBLE ENCROACHMENTS HAVE BEEN ESTABLISHED TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF. THIS SURVEY IS FOR THE USE OF LENDING INSTITUTIONS SPECIFICALLY TO SHOW ANY CONFLICTS BETWEEN EXISTING STRUCTURES AND PLATTED LOT LINES OR EASEMENTS. UNDER NO CIRCUMSTANCES SHOULD THE DATA HEREIN BE USED FOR FORTIFYING ADDITIONAL STRUCTURES, BUILDING FENCES, OR LOCATING BOUNDARY LINES. IT IS THE RESPONSIBILITY OF THE OWNER TO VERIFY THAT IMPROVEMENTS SITUATED ON THIS PARCEL MEET ALL SUBDIVISION COVENANTS AND ZONING ORDINANCES. 0 CURS. SET.

*Patrick K. O'Neill*  
 PATRICK K O'NEILL LS 6304

8/2/05  
 DATE

DRAWN BY: JKL/ACAD  
 CHECKED BY: PKD  
 DATE PLATTED: 7/29/05  
 DATE SURVEYED: 7/29/05  
 SCALE: 1" = 30'  
 SURVEYOR: PATRICK K. O'NEILL  
 PROJ. NO.: 20376-02-00

JUL 29, 2005 \* 15:06:04  
 30376-02

*PK 4/17*

## **RENTER INFORMATIONAL HANDOUT**

**LOCATION:**

**YOUR ADDRESS IS:**

**103 KRAMER AVE, SITKA, AK 99835**

**Emergency: 911**

**Sitka Hospital: SEARHC 907-966-2411**

**Rental is approximately 4 miles from airport, 2 miles from downtown  
3 miles from Alaska Marine Ferry dock, and 10 miles from end of  
Sawmill Creek Road.**

**Please adhere to quiet hours from 9pm to 9am.**

**Please put all garbage into garbage receptacles provided in your unit  
and management will dispose of.**

**Parking is provided in front of building for 4 vehicles.**

**In the event of a tsunami warning proceed to exit home driveway and  
turn left onto Kramer Ave. Proceed as high as comfortable.**

**If time allows proceed to Sitka Highschool. Drive left on Halibut Point  
Road until you reach Cascade Creek Road, (across from Seamart  
Grocery). Continue up until you reach Edgecumbe Drive. Take  
Edgecumbe Drive to Peterson Ave and turn left on Peterson Ave to  
Sitka High School.**

**Contact:**

**Sidney Kinney 907-738-1614**

**CITY AND BOROUGH OF SITKA**  
**PLANNING DEPARTMENT**  
**SHORT-TERM RENTAL &**  
**BED & BREAKFAST APPLICATION**

Short-Term Rental Fee	\$100.00
Bed & Breakfast Fee (per Guestroom)	\$35.00
* plus current city sales tax *	

APPLICANT'S NAME: Matthew & Sidney Kinney  
 PHONE NUMBER: 907 738 1614 / 907 299 7373  
 MAILING ADDRESS: 103 Kramer Ave

OWNER'S NAME: \_\_\_\_\_  
 (If different from applicant)  
 PHONE NUMBER: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_

PROJECT ADDRESS: 103 Kramer Ave  
 LEGAL DESCRIPTION Lot: Lot A Block: \_\_\_\_\_  
 Subdivision: Horvath Subdivision  
 U.S. Survey \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

State all reasons justifying request: Increase affordable rental options and grow spending in other areas by providing affordable options of independent travelers as well as increase potential revenue. Streams to our own personal income.

Describe how the facility will be operated, what meals will be served, and how guests will be transported. (This information may be provided on a separate sheet).  
Will operated as a short term rental, no meals will be served and guests will be responsible for their own transportation.

Anticipated start date: May 2020

What months of the year the facility will be in operation: April - Sept

Drawing of the **interior** layout showing:

1. Size and location of rooms
2. Types of facilities in the rooms
3. Windows and exits
4. Location of smoke alarms and fire extinguishers
5. Guestrooms specifically delineated on the plans

Drawing of the **exterior** site plan showing:

1. Dimensions of the home
2. How the house sits on the lot
3. Location of parking

Check if facility is not fully constructed at the time of the application.

Check if Life Safety Inspection has already been completed. If not, please contact the Building Department at 747-1832 to schedule an appointment. This Inspection is to certify that the residence complies with life and fire safety code aspects.

*In applying for and signing this application, the property owner hereby grants permission to Municipal staff to access the property before and after Planning Commission's review for the purposes of inspecting the proposed and/or approved structures.*

SIGNATURE OF APPLICANT:

*Sidney Kinney*

DATE:

*10/3/19*

SIGNATURE OF OWNER:

*[Signature]*

DATE:

*10/3/19*

*(If different from applicant)*

# INSPECTION REPORT

CITY AND BOROUGH OF SITKA BUILDING DEPARTMENT

100 LINCOLN STREET

SITKA, ALASKA 99835

PHONE: 747-1804 FAX: 747-3158

www.cityofsitka.com

DATE 9-27-19  
TIME 9:15

## TYPE OF INSPECTION

EXCAVATION

FOOTING

UNDERSLAB

(PLUMBING/ELECTRICAL)

STEM WALLS

FRAME

ELECTRICAL

PLUMBING

VAPOR RETARDER

FIRE & LIFE SAFETY

FINAL

\_\_\_\_\_

OWNER SIDNEY KINNEY

ADDRESS 103 KRAMER

Fire + Life Safety inspection for

short-term rental - OK

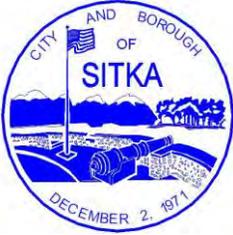
~ NO DEFICIENCIES NOTED ~

COPY PROVIDED TO SIDNEY

INSPECTOR [Signature]

CALL FOR REINSPECTION  
BEFORE CONCEALMENT

CORRECTIONS OR ITEMS NOTED ABOVE WILL BE  
REINSPECTED AT TIME OF NEXT CONSECUTIVE INSPECTION



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## **Planning and Community Development Department**

### **AGENDA ITEM**

Case No: CUP 19-21  
Proposal: Request for short-term rental at 3009 Halibut Point Road  
Applicant: Charles and Theresa Olson  
Owner: Charles and Theresa Olson  
Location: 3009 Halibut Point Road  
Legal: Northwesterly portion of Lot U, U.S. Survey 2751, Sitka Small Tracts Group  
Zone: R-1 MH single-family, duplex, and manufactured home zoning district  
Size: 9,278 SF  
Parcel ID: 2-5470-000  
Existing Use: Residential  
Adjacent Use: Single-family and duplex housing  
Utilities: Existing  
Access: Halibut Point Road

### **KEY POINTS AND CONCERNS**

- Neighborhood appears to be primarily residential uses including single-family and duplex dwellings.
- The short-term rental is in a structure with two dwelling units, one upstairs which is the primary residence of the property owners, and another in the basement/lower floor of the home that has 2 bedrooms and 1 bathroom.
- The renter information handout shall comply with conditions of approval, specifically regarding access, parking, quiet hours, trash management, transportation, and respect for the neighborhood.
- Short-term rentals have impacts to long-term rentals and home values. This is important to note regarding this specific proposal and STRs at large.

### **RECOMMENDATION**

Staff recommends that the Planning Commission approve the short-term rental at 3009 Halibut Point Road subject to the recommended conditions of approval.

## **BACKGROUND/PROJECT DESCRIPTION**

The following request is for a conditional use permit for short-term rental (STR) within a home with two dwelling units. The unit to be used for short-term rentals is approximately 1,250 sf dwelling unit with 2 bedrooms and 1 bathroom.

Property is an ocean front lot with significant vegetation buffers on both sides of the lot, and is directly served from the highway.

## **ANALYSIS**

### **1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.<sup>1</sup>**

**a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:**

Applicant does not anticipate significant increase in vehicular traffic nor impact from proposed use as there is parking on-site, meeting the Sitka General Code requirement to afford space for two vehicles per dwelling unit. Home is accessed directly from Halibut Point Road.

**b. Amount of noise to be generated and its impacts on surrounding land use:** Short term rentals have the potential to create noise from transient guests, however the property owners live on site and will be able to monitor any noise disturbances.

**c. Odors to be generated by the use and their impacts:** Potential odor impacts are minimal and in line with similar residential uses. Garbage shall be disposed of in a municipal container and in accordance with Sitka General Code requirements.

**d. Hours of operation:** Available year round.

**e. Location along a major or collector street:** Accessed from a state-maintained highway.

**f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario:** Home can only be accessed from Halibut Point Road. No other cut-through routes are present.

**g. Effects on vehicular and pedestrian safety:** No significant changes expected, minimal traffic with one or two cars utilized for the rental.

---

<sup>1</sup> § 22.24.010.E

**h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:**

Residence has reasonable access from Halibut Point Road. Applicant does not anticipate a change from the current ability of emergency services personnel to access the site.

**i. Logic of the internal traffic layout:** The rental unit is a dwelling unit on the first/basement level. The structure contains a kitchen, living/dining space, 2 bedrooms and 1 bathroom.

**j. Effects of signage on nearby uses:** No signage proposed. All signs shall comply with Sitka General Code.

**k. Presence of existing or proposed buffers on the site or immediately adjacent the site:** Ample vegetation on each side of the structure is present, and ocean front on rear of property.

**l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan:** An STR can help support the existing and growing tourism industry by providing transient guests with short-term housing options that allow the potential for more visitors to visit Sitka, bringing in money and creating opportunities for job creation and economic development. STRs also increase the affordability of housing for owners by offsetting housing costs with rental income. However, STRs correlate with negative impacts to available housing stock for residents, long-term rental rates, and increased purchase prices for housing.

**m. Other criteria that surface through public comments or planning commission review:** None at this time.

**RECOMMENDATION**

The Planning Department recommends that the Planning Commission approve the conditional use permit application for a short-term rental at 3009 Halibut Point Road subject to the recommended conditions of approval.



**ATTACHMENTS**

- Attachment A: Aerial
- Attachment B: STR Density
- Attachment C: Floor Plan
- Attachment D: Photos
- Attachment E: Plat
- Attachment F: Renter Handout
- Attachment G: Application

## **CONDITIONS OF APPROVAL**

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application, narrative, and plans that were submitted with the request.
3. The applicant shall submit an annual report beginning in 2020, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve month period starting with the date the facility began operation, bed tax remitted, any violations, concerns, and solutions implemented. The report is due within thirty days following the end of the reporting period.
4. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties upon receipt of meritorious complaint or evidence of violation of conditions of approval.
5. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
6. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
7. To mitigate the impact of odor from the short-term rental and comply with bear attraction nuisance requirements, the property owner shall assure all trash is deposited in trash receptacles and only placed on street for collection after 4:00 a.m. on trash collection day.
8. To mitigate parking and traffic impacts, property owner shall provide detailed parking and traffic rules, and shall ensure all parking for all uses (residential or short-term rental) shall occur off-street, on-site, and further that should off-site parking occur at any time, the conditional use permit shall be revoked.
9. Any signs must comply with Sitka General Code 22.20.090.
10. A detailed rental overview shall be provided to renters detailing directions to the unit, transportation options, appropriate access, parking, trash management, noise control/quiet hours, and a general condition to respect the surrounding residential neighborhood. The renter handout shall include an advisory note to tenants to be mindful of vehicle and especially pedestrian traffic in the area, and to exercise caution coming and going from the property in motor vehicles.
12. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.
13. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

## **Motions in favor of approval**

- 1) “I move to approve the conditional use permit for a short-term rental at 3009 Halibut Point Road in the R-1 MH single-family, duplex, and manufactured home zoning district subject to the attached conditions of approval. The property is also known as the Northwesterly portion of Lot U, U.S. Survey 2751, Sitka Small Tracts Group. The request is filed by Charles and Theresa Olson. The owners of record are Charles and Theresa Olson.
- 2) “I move to adopt the required findings for conditional use permits.”

The Planning Commission shall not approve a proposed development unless it first makes the following findings and conclusions:<sup>2</sup>

**1. ...The granting of the proposed conditional use permit will not:**

- a. **Be detrimental to the public health, safety, and general welfare;** *specifically, conditions of approval require responsible management of garbage, noise, traffic, and parking, which will be monitored and enforced by the applicant.*
  - b. **Adversely affect the established character of the surrounding vicinity;** *specifically, the rental makes use of an already developed single-family home with owner/manager monitoring the property.*
  - c. **Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site in which the proposed use is to be located;** *specifically, by the enforcement of mitigation for potential impacts including traffic, odor, noise, and parking.*
- 2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation;** *specifically, to help sustain the existing and growing tourism industry in support of economic development goals and objectives to increase employment and attract new business.*
- 3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced;** *specifically, the applicant will monitor the property to enforce conditions 24/7. Violation of the rules provided in the rental overview may be grounds for eviction.*

---

<sup>2</sup> §22.30.160(C)—Required Findings for Conditional Use Permits



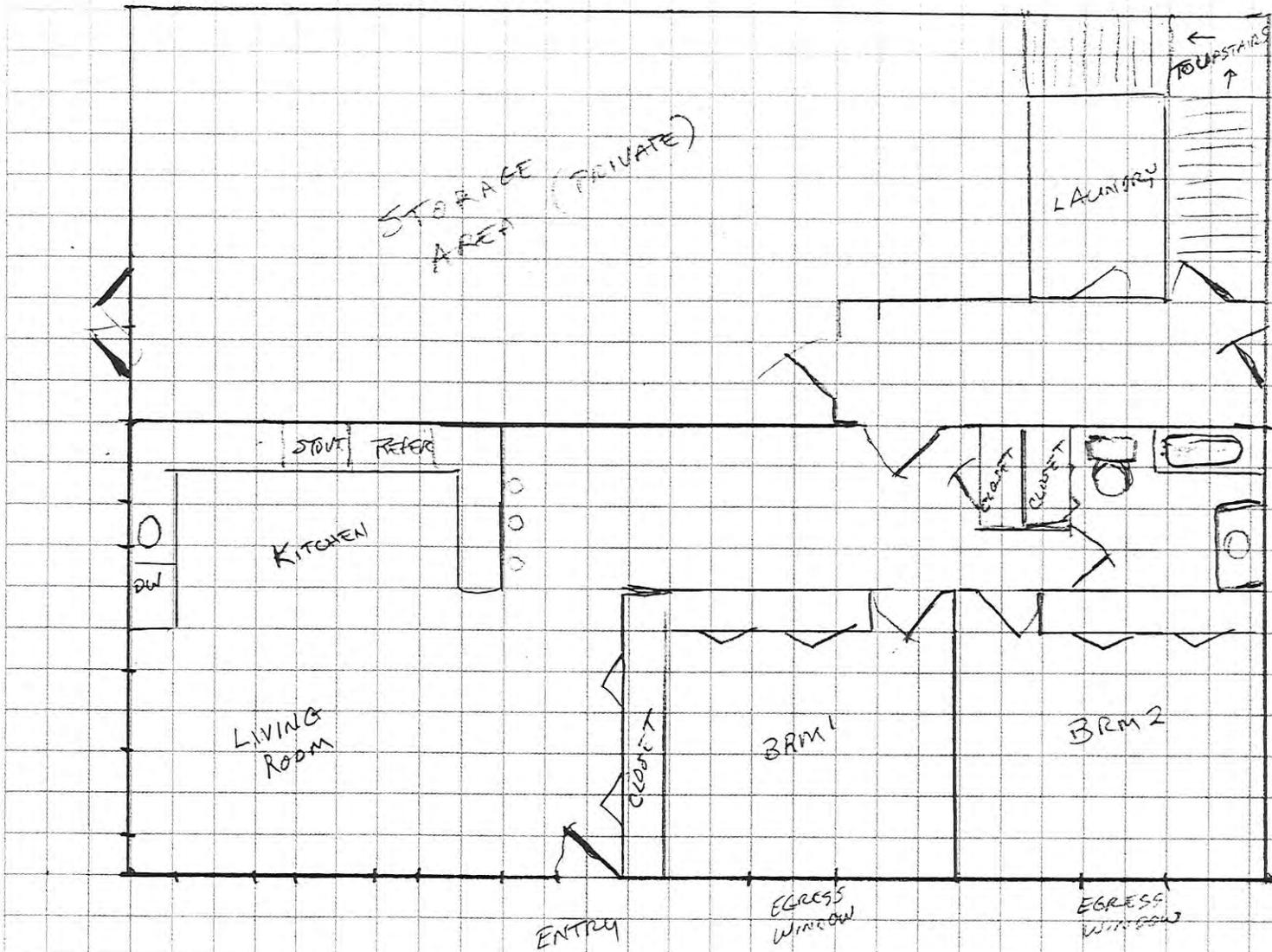




Distributor of  
**3M**  
Quality Products



Ingersoll Rand.



PARKING

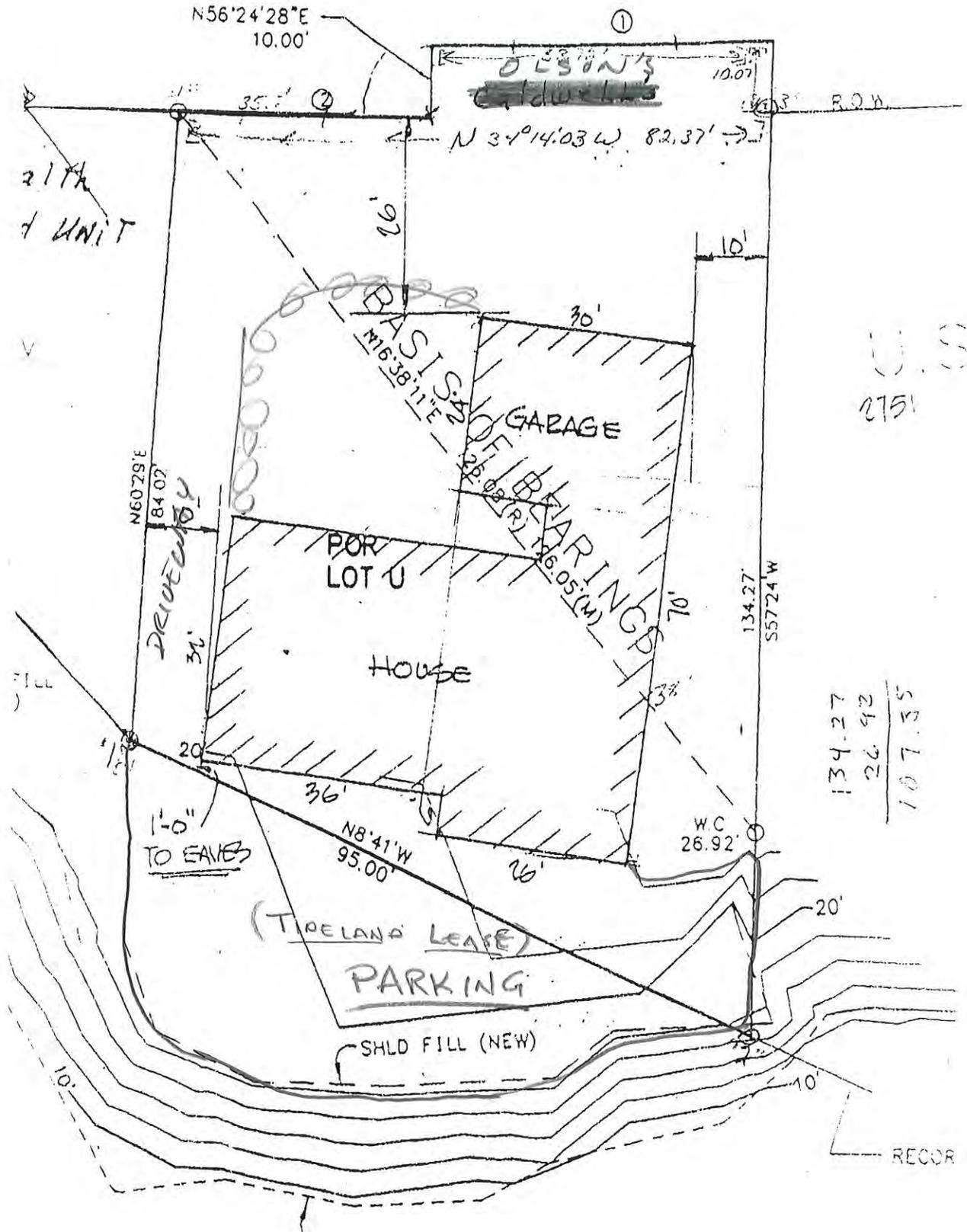
DOWNSTAIRS SHORT TERM RENTAL  
1255 SQ. FT  
3009 HALIBUT PT. RD.  
SITKA, AK 99835

4749 Ballard Ave. NW. Seattle, WA 98107  
**206-783-6626** fax 206-782-4181 **800-926-0380**  
sales.help@ballardindustrial.com  
Supplies. Services. Solutions.



PAVE MAP FROM A-BUILT SURVEY BY  
 SCHEP & ASSOC. 7.1.96

# HALIBUT POINT HIGHWAY



2751

134.27
26.92
<hr/>
107.35

RECOR

## **RENTER INFORMATIONAL HANDOUT**

**LOCATION:**

**YOUR ADDRESS IS:**

**3009 HALIBUT POINT ROAD, SITKA, AK 99835**

**Emergency: 911**

**Sitka Hospital: SEARHC 907-966-2411**

**Rental is approximately 5 miles from airport, 3 miles from downtown 2 1/2 miles from Alaska Marine Ferry dock, and 12 miles from end of Sawmill Creek Road.**

**Please adhere to quiet hours from 9pm to 9am.**

**Please put all garbage into garbage receptacles provided in your unit and management will dispose of.**

**Parking is provided in front of your rental and alongside building.**

**In the event of a tsunami warning proceed to Harbor Mtn Road to the right of driveway on Halibut Pt. Rd., turn left on the Harbor Mtn Road approximately 300 yards down Halibut Pt. Rd. continue as high as you feel comfortable.**

**If time allows proceed to Sitka Highschool. Drive right on Halibut Point Road until you reach Cascade Creek Road, (across from Seamart Grocery). Continue up until you reach Edgcumbe Drive. Take Edgcumbe Drive to Peterson Ave and turn left on Peterson Ave to Sitka High School.**

**Contact:**

**Charles Olson, 907-738-2947 or**

**Sidney Kinney 907-738-1614**

CITY AND BOROUGH OF SITKA  
PLANNING DEPARTMENT  
SHORT-TERM RENTAL &  
BED & BREAKFAST APPLICATION

Short-Term Rental Fee	\$100.00
Bed & Breakfast Fee (per Guestroom)	\$35.00
* plus current city sales tax *	

APPLICANT'S NAME: Charles & Theresa Olson  
PHONE NUMBER: 907 738 3947 / 907 738 2947  
MAILING ADDRESS: 3009 Halibut Point Rd

OWNER'S NAME: \_\_\_\_\_  
(If different from applicant)  
PHONE NUMBER: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_

PROJECT ADDRESS: 3009 Halibut Point Rd  
LEGAL DESCRIPTION Lot: See attached Block: \_\_\_\_\_  
Subdivision: \_\_\_\_\_  
U.S. Survey \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

State all reasons justifying request: see attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how the facility will be operated, what meals will be served, and how guests will be transported. (This information may be provided on a separate sheet).  
see attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated start date: see attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What months of the year the facility will be in operation: see attached  
\_\_\_\_\_  
\_\_\_\_\_

Drawing of the interior layout showing:

1. Size and location of rooms
2. Types of facilities in the rooms
3. Windows and exits
4. Location of smoke alarms and fire extinguishers
5. Guestrooms specifically delineated on the plans

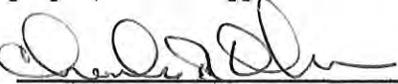
Drawing of the exterior site plan showing:

1. Dimensions of the home
2. How the house sits on the lot
3. Location of parking

Check if facility is not fully constructed at the time of the application.

Check if Life Safety Inspection has already been completed. If not, please contact the Building Department at 747-1832 to schedule an appointment. This Inspection is to certify that the residence complies with life and fire safety code aspects.

*In applying for and signing this application, the property owner hereby grants permission to Municipal staff to access the property before and after Planning Commission's review for the purposes of inspecting the proposed and/or approved structures.*

SIGNATURE OF APPLICANT:  DATE: 10/7/19

SIGNATURE OF OWNER:  DATE: 10-7-19  
*(If different from applicant)*

Our reason for justifying our request was prompted after attending the McDowell Economic health of Sitka presentation. We became motivated to do our part in helping retain the economic viability of our community.

We believe by helping provide affordable housing for the more than 40+% seasonal workers we can help Sitka in continuing to provide economic viability.

If we can assist in the additional housing needs Sitka faces it is our hope that local businesses will also benefit from the seasonal stability of affordable and available housing provides.

It will be our intentions to provide summer housing starting from approximately April to possible September. We will not be providing meals nor transportation. The community ride has stations very close.

If needed for conventions, sporting tournaments or other housing shortages in Sitka if housing is needed, we would like the flexibility to possibly activate our rental in the winter months as well.

# INSPECTION REPORT

CITY AND BOROUGH OF SITKA BUILDING DEPARTMENT

100 LINCOLN STREET

SITKA, ALASKA 99835

PHONE: 747-1804 FAX: 747-3158

www.cityofsitka.com

DATE 8-13-19  
TIME 9:45

## TYPE OF INSPECTION

EXCAVATION

FOOTING

UNDERSLAB  
(PLUMBING/ELECTRICAL)

STEM WALLS

FRAME

ELECTRICAL

PLUMBING

VAPOR RETARDER

FIRE & LIFE SAFETY

FINAL

\_\_\_\_\_

OWNER CHUCK OLSEN

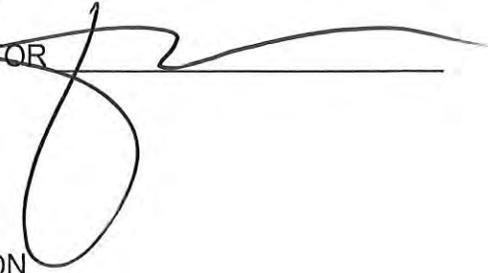
ADDRESS 3009 HDR

FIRE & LIFE SAFETY INSPECTION FOR DOWN STAIRS  
APARTMENT SHORT TERM RENTAL -

-OK-

— NO DEFICIENCIES NOTED —

COPY PROVIDED TO ON-SITE

INSPECTOR 

CALL FOR REINSPECTION  
BEFORE CONCEALMENT

CORRECTIONS OR ITEMS NOTED ABOVE WILL BE  
REINSPECTED AT TIME OF NEXT CONSECUTIVE INSPECTION



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## **Planning and Community Development Department**

### **AGENDA ITEM**

Case No: CUP 19-22  
Proposal: Request for short-term rental at 2160 Halibut Point Road  
Applicant: Charles and Theresa Olson  
Owner: Charles and Theresa Olson  
Location: 2160 Halibut Point Road  
Legal: Lot 1, Vonrekowski Subdivision  
Zone: R-1 MH single-family, duplex, and manufactured home zoning district  
Size: 15,832 SF  
Parcel ID: 2-5183-001  
Existing Use: Residential  
Adjacent Use: Single-family and duplex housing  
Utilities: Existing  
Access: Halibut Point Road

### **KEY POINTS AND CONCERNS**

- Neighborhood appears to be primarily residential uses including single-family and duplex dwellings.
- The short-term rental is in a structure with one dwelling unit which has 1 bedroom, 1 bathroom, and a 2 car garage
- The renter information handout shall comply with conditions of approval, specifically regarding access, parking, quiet hours, trash management, transportation, and respect for the neighborhood.
- Short-term rentals have impacts to long-term rentals and home values. This is important to note regarding this specific proposal and STRs at large.

### **RECOMMENDATION**

Staff recommends that the Planning Commission approve the short-term rental at 2160 Halibut Point Road subject to the recommended conditions of approval.

## **BACKGROUND/PROJECT DESCRIPTION**

The following request is for a conditional use permit for short-term rental (STR) within a single family home. The unit is approximately 1,100 sf with a kitchen, living/dining room, 1 bedroom, 1 bathroom, and a 2 car garage.

Property is a large lot directly served from the highway. The house is set over 100 feet back from the front property line, there is vegetation behind the home to serve as a substantial buffer from rear properties, and is across the street from a recreational area.

## **ANALYSIS**

### **1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.<sup>1</sup>**

**a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:**

Applicant does not anticipate significant increase in vehicular traffic nor impact from proposed use as there is parking on-site, meeting the Sitka General Code requirement to afford space for two vehicles per dwelling unit. Home is accessed directly from Halibut Point Road.

**b. Amount of noise to be generated and its impacts on surrounding land use:** Short term rentals have the potential to create noise from transient guests, however the property owners live in town and will be available to monitor disturbances.

**c. Odors to be generated by the use and their impacts:** Potential odor impacts are minimal and in line with similar residential uses. Garbage shall be disposed of in a municipal container and in accordance with Sitka General Code requirements.

**d. Hours of operation:** Available year round.

**e. Location along a major or collector street:** Accessed from a state-maintained highway.

**f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario:** Home can only be accessed from Halibut Point Road. No other cut-through routes are present.

**g. Effects on vehicular and pedestrian safety:** No significant changes expected, minimal traffic with one or two cars utilized for the rental.

---

<sup>1</sup> § 22.24.010.E

**h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:**

Residence has reasonable access from Halibut Point Road. Applicant does not anticipate a change from the current ability of emergency services personnel to access the site.

**i. Logic of the internal traffic layout:** The rental unit is a dwelling unit on the second level above a garage. The structure contains a kitchen, living/dining space, 1 bedroom and 1 bathroom.

**j. Effects of signage on nearby uses:** No signage proposed. All signs shall comply with Sitka General Code.

**k. Presence of existing or proposed buffers on the site or immediately adjacent the site:** House is set over 100 feet back from the front property line, ample vegetation on rear and sides of the structure is present, highway frontage, across the street from a recreation area.

**l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan:** An STR can help support the existing and growing tourism industry by providing transient guests with short-term housing options that allow the potential for more visitors to visit Sitka, bringing in money and creating opportunities for job creation and economic development. STRs also increase the affordability of housing for owners by offsetting housing costs with rental income. However, STRs correlate with negative impacts to available housing stock for residents, long-term rental rates, and increased purchase prices for housing.

**m. Other criteria that surface through public comments or planning commission review:** None at this time.

**RECOMMENDATION**

The Planning Department recommends that the Planning Commission approve the conditional use permit application for a short-term rental at 2160 Halibut Point Road subject to the recommended conditions of approval.

.....

**ATTACHMENTS**

- Attachment A: Aerial
- Attachment B: STR Density
- Attachment C: Floor Plan
- Attachment D: Photos
- Attachment E: Plat
- Attachment F: Renter Handout
- Attachment G: Application

## **CONDITIONS OF APPROVAL**

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application, narrative, and plans that were submitted with the request.
3. The applicant shall submit an annual report beginning in 2020, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve month period starting with the date the facility began operation, bed tax remitted, any violations, concerns, and solutions implemented. The report is due within thirty days following the end of the reporting period.
4. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties upon receipt of meritorious complaint or evidence of violation of conditions of approval.
5. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
6. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
7. To mitigate the impact of odor from the short-term rental and comply with bear attraction nuisance requirements, the property owner shall assure all trash is deposited in trash receptacles and only placed on street for collection after 4:00 a.m. on trash collection day.
8. To mitigate parking and traffic impacts, property owner shall provide detailed parking and traffic rules, and shall ensure all parking for all uses (residential or short-term rental) shall occur off-street, on-site, and further that should off-site parking occur at any time, the conditional use permit shall be revoked.
9. Any signs must comply with Sitka General Code 22.20.090.
10. A detailed rental overview shall be provided to renters detailing directions to the unit, transportation options, appropriate access, parking, trash management, noise control/quiet hours, and a general condition to respect the surrounding residential neighborhood. The renter handout shall include an advisory note to tenants to be mindful of vehicle and especially pedestrian traffic in the area, and to exercise caution coming and going from the property in motor vehicles.
12. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.
13. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

## **Motions in favor of approval**

- 1) “I move to approve the conditional use permit for a short-term rental at 2160 Halibut Point Road in the R-1 MH single-family, duplex, and manufactured home zoning district subject to the attached conditions of approval. The property is also known as Lot 1, Vonrekowski Subdivision. The request is filed by Charles and Theresa Olson. The owners of record are Charles and Theresa Olson.
- 2) “I move to adopt the required findings for conditional use permits.”

The Planning Commission shall not approve a proposed development unless it first makes the following findings and conclusions:<sup>2</sup>

**1. ...The granting of the proposed conditional use permit will not:**

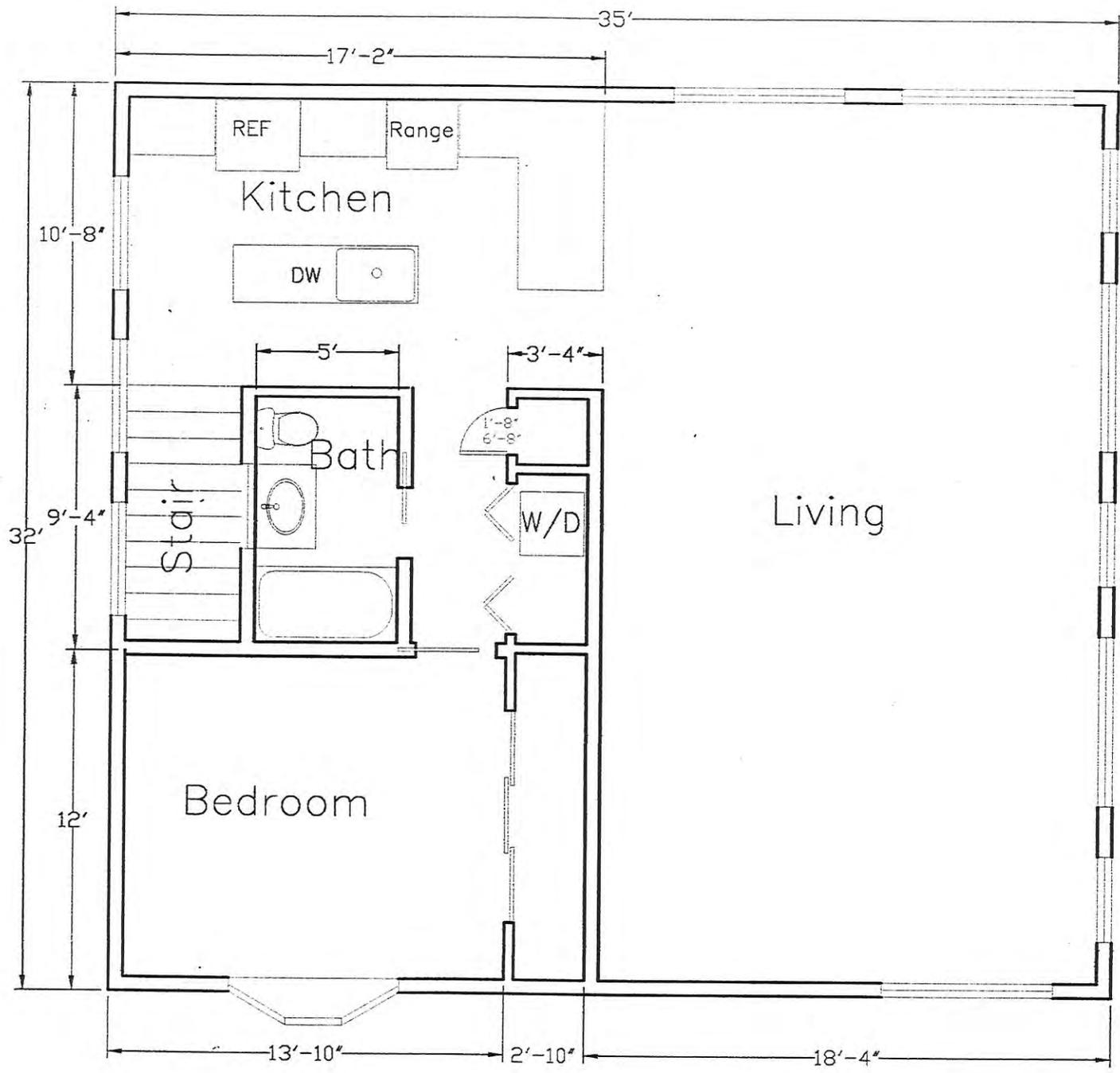
- a. **Be detrimental to the public health, safety, and general welfare;** *specifically, conditions of approval require responsible management of garbage, noise, traffic, and parking, which will be monitored and enforced by the applicant.*
  - b. **Adversely affect the established character of the surrounding vicinity;** *specifically, the rental makes use of an already developed single-family home with owner/manager monitoring the property.*
  - c. **Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site in which the proposed use is to be located;** *specifically, by the enforcement of mitigation for potential impacts including traffic, odor, noise, and parking.*
- 2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation;** *specifically, to help sustain the existing and growing tourism industry in support of economic development goals and objectives to increase employment and attract new business.*
- 3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced;** *specifically, the applicant will monitor the property to enforce conditions 24/7. Violation of the rules provided in the rental overview may be grounds for eviction.*

---

<sup>2</sup> §22.30.160(C)—Required Findings for Conditional Use Permits







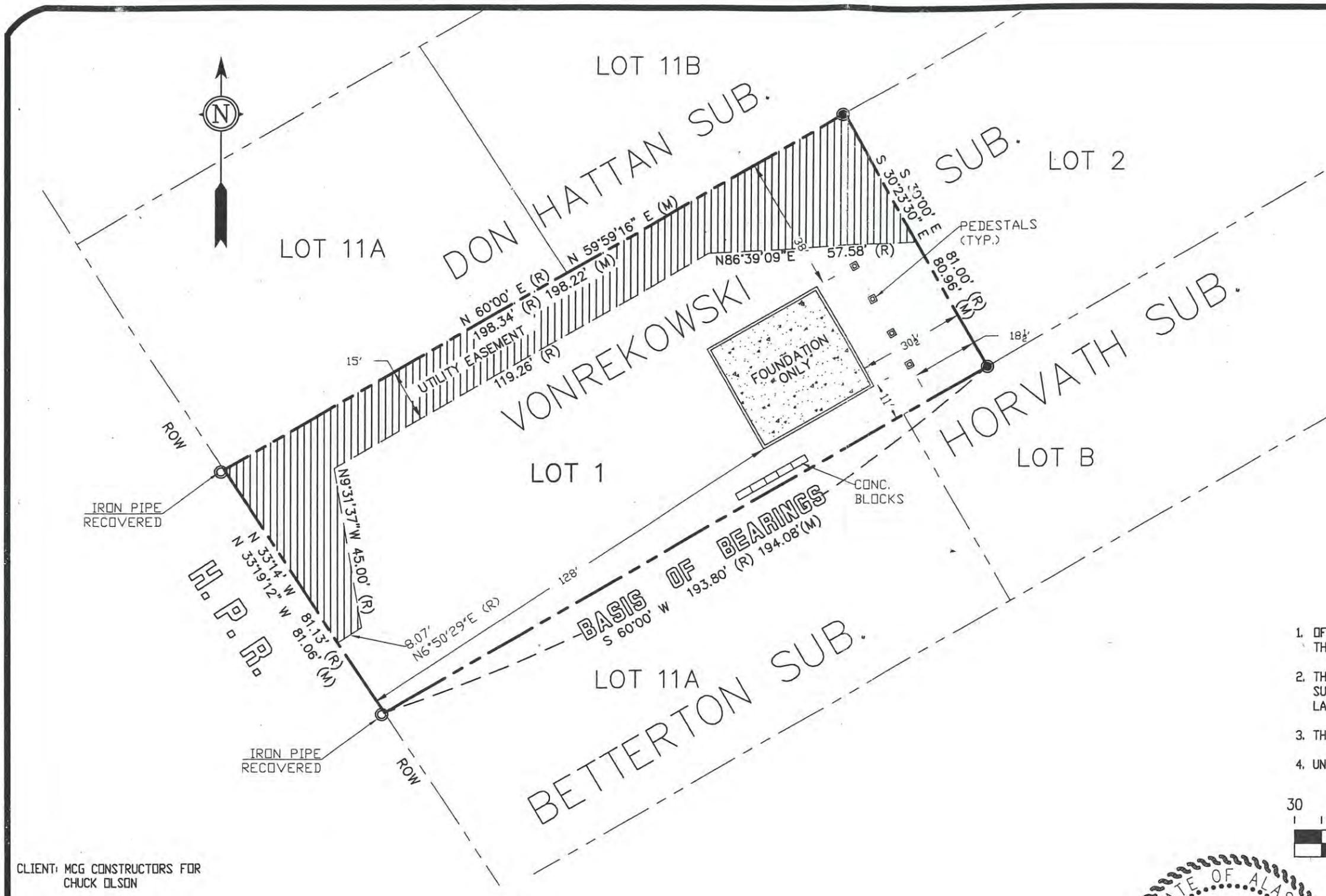
Revisions		
No.	Description/Issue	Date

**M&G**  
**constructors inc.**  
 PO Box 718  
 Sitka, AK 99835  
 907-623-0620

Project Name and Address:  
**Apartment**  
**2160 Halibut Point Road**

Project No.	Sheet
07-28-17	A01
Scale: 3/8" = 1'-0"	



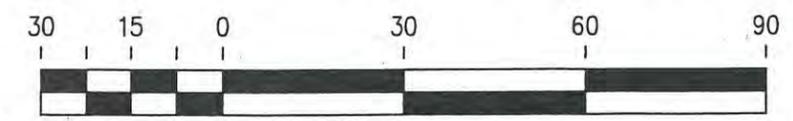


**LEGEND**

- REBAR AND ALUM. CAP (RECOVERED)
- IRON PIPE (RECOVERED)
- (R) RECORD DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

**PLAT NOTES**

1. OFFSET DISTANCES ARE SHOWN TO THE NEAREST ONE HALF FOOT FROM THE PROPERTY LINE TO THE IMPROVEMENT.
2. THIS PLAT DOES NOT MEET MINIMUM STANDARDS FOR BOUNDARY SURVEYS, AS SET FORTH BY THE ALASKA SOCIETY OF PROFESSIONAL LAND SURVEYORS. (A.S.P.L.S.)
3. THIS PLAT IS NOT TO BE SCALED FROM, USE GIVEN DIMENSIONS ONLY.
4. UNDERGROUND UTILITIES, IF ANY, ARE NOT SHOWN ON THIS PLAT.



CLIENT: MCG CONSTRUCTORS FOR  
CHUCK OLSON



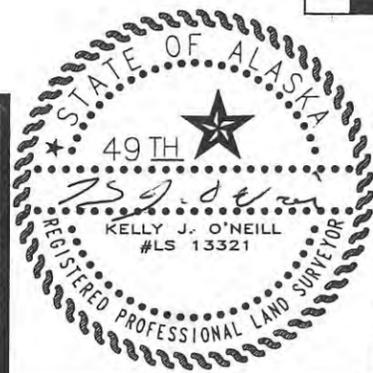
(907) 747-6700 215-C SMITH STREET, SITKA, AK  
MAILING ADDRESS - 2007 CASCADE CREEK ROAD, SITKA, AK 99835  
EMAIL: north57landsurveying@yahoo.com

**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY DESCRIBED ON THIS PLAT. I DECLARE THAT IMPROVEMENTS AND VISIBLE ENCROACHMENTS HAVE BEEN ESTABLISHED TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF. THIS SURVEY IS FOR THE USE OF LENDING INSTITUTIONS SPECIFICALLY TO SHOW ANY CONFLICTS BETWEEN EXISTING STRUCTURES AND PLATTED LOT LINES OR EASEMENTS. UNDER NO CIRCUMSTANCES SHOULD THE DATA HEREON BE USED FOR POSITIONING ADDITIONAL STRUCTURES, BUILDING FENCES, OR LOCATING BOUNDARY LINES. IT IS THE RESPONSIBILITY OF THE OWNER TO VERIFY THAT IMPROVEMENTS SITUATED ON THIS PARCEL MEET ALL SUBDIVISION COVENANTS AND ZONING ORDINANCES. □ CORS. SET.

*Kelly J. O'Neill*  
KELLY J. O'NEILL LS 13321

DATE Oct. 5, 2017



**FOUNDATION ONLY  
AS-BUILT SURVEY**

**LOT 1, VONREKOWSKI SUB.**

DRAWN BY: JCH/ACAD	DATE SURVEYED: 10-04-17
CHECKED BY: KD	SCALE: 1" = 30'

40076A01

## **RENTER INFORMATIONAL HANDOUT**

**LOCATION:**

**YOUR ADDRESS IS:**

**2160 HALIBUT POINT ROAD, SITKA, AK 99835**

**Emergency: 911**

**Sitka Hospital: SEARHC 907-966-2411**

**Rental is approximately 4 miles from airport, 2 miles from downtown  
3 miles from Alaska Marine Ferry dock, and 10 miles from end of  
Sawmill Creek Road.**

**Please adhere to quiet hours from 9pm to 9am.**

**Please put all garbage into garbage receptacles provided in your unit  
and management will dispose of.**

**Parking is provided in front of your rental and alongside building.**

**In the event of a tsunami warning proceed to Kramer Avenue to the  
left of driveway as you exit and continue as high as you feel  
comfortable.**

**If time allows proceed to Sitka Highschool. Drive left on Halibut Point  
Road until you reach Cascade Creek Road, (across from Seamart  
Grocery). Continue up until you reach Edgecumbe Drive. Take  
Edgecumbe Drive to Peterson Ave and turn left on Peterson Ave to  
Sitka High School.**

**Contact:**

**Charles Olson, 907-738-2947 or**

**Sidney Kinney 907-738-1614**

**CITY AND BOROUGH OF SITKA**  
**PLANNING DEPARTMENT**  
**SHORT-TERM RENTAL &**  
**BED & BREAKFAST APPLICATION**

Short-Term Rental Fee	\$100.00
Bed & Breakfast Fee (per Guestroom)	\$35.00
* plus current city sales tax *	

APPLICANT'S NAME: Charles & Theresa Olson  
PHONE NUMBER: 907 738 3947 / 907 738 2947  
MAILING ADDRESS: 3009 Halibut Pt. Rd Sitka, AK 99835

OWNER'S NAME: \_\_\_\_\_  
(If different from applicant)  
PHONE NUMBER: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_

PROJECT ADDRESS: 2160 Halibut Point Rd.  
LEGAL DESCRIPTION Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Subdivision: \_\_\_\_\_  
U.S. Survey \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

State all reasons justifying request: See attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how the facility will be operated, what meals will be served, and how guests will be transported. (This information may be provided on a separate sheet).  
See attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated start date: see attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What months of the year the facility will be in operation: see attached  
\_\_\_\_\_  
\_\_\_\_\_

Drawing of the interior layout showing:

1. Size and location of rooms
2. Types of facilities in the rooms
3. Windows and exits
4. Location of smoke alarms and fire extinguishers
5. Guestrooms specifically delineated on the plans

Drawing of the exterior site plan showing:

1. Dimensions of the home
2. How the house sits on the lot
3. Location of parking

Check if facility is not fully constructed at the time of the application.

Check if Life Safety Inspection has already been completed. If not, please contact the Building Department at 747-1832 to schedule an appointment. This Inspection is to certify that the residence complies with life and fire safety code aspects.

*In applying for and signing this application, the property owner hereby grants permission to Municipal staff to access the property before and after Planning Commission's review for the purposes of inspecting the proposed and/or approved structures.*

SIGNATURE OF APPLICANT:

*[Handwritten Signature]*

DATE:

10/7/19

SIGNATURE OF OWNER:

*Thomas Allen Olson*

DATE:

10-7-19

*(If different from applicant)*

Our reason for justifying our request was prompted after attending the McDowell Economic health of Sitka presentation. We became motivated to do our part in helping retain the economic viability of our community.

We believe by helping provide affordable housing for the more than 40+% seasonal workers we can help Sitka in continuing to provide economic viability.

If we can assist in the additional housing needs Sitka faces it is our hope that local businesses will also benefit from the seasonal stability of affordable and available housing provides.

It will be our intentions to provide summer housing starting from approximately April to possible September. We will not be providing meals nor transportation. The community ride has stations very close.

If needed for conventions, sporting tournaments or other housing shortages in Sitka if housing is needed, we would like the flexibility to possibly activate our rental in the winter months as well.

# INSPECTION REPORT

CITY AND BOROUGH OF SITKA BUILDING DEPARTMENT

100 LINCOLN STREET

SITKA, ALASKA 99835

PHONE: 747-1804 FAX: 747-3158

www.cityofsitka.com

DATE

7-23-19

TIME

11:00

## TYPE OF INSPECTION

EXCAVATION

FOOTING

UNDERSLAB

(PLUMBING/ELECTRICAL)

STEM WALLS

FRAME

ELECTRICAL

PLUMBING

VAPOR RETARDER

FIRE & LIFE SAFETY

FINAL

\_\_\_\_\_

OWNER Chuck Olsen

ADDRESS 2160 HPR

Short-term Rental Fire & Life Safety Inspection -

OK - NO DEFICIENCIES NOTED -

COPY PROVIDED TO Chuck Olsen

CALL FOR REINSPECTION  
BEFORE CONCEALMENT

CORRECTIONS OR ITEMS NOTED ABOVE WILL BE  
REINSPECTED AT TIME OF NEXT CONSECUTIVE INSPECTION

INSPECTOR





# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## **Planning and Community Development Department**

Case No: P 19-05  
Proposal: Final Plat – minor subdivision to result in 2 lots  
Applicant: Shee Atika Holdings Alice Island, LLC  
Owner: Shee Atika Holdings Alice Island, LLC  
Location: 601 Alice Loop  
Legal Desc.: Lot 10 Alice and Charcoal Island Subdivision  
Zone: WD Waterfront District  
Size: Existing: 148,975.20 square feet  
Proposed: Lot 1 – 60,518 square feet, Lot 2 – 78,161 square feet  
Parcel ID: 1-9000-001  
Existing Use: Commercial Real Estate  
Adjacent Use: Vacant, Residential, Commercial, Harbor  
Utilities: Alice Loop  
Access: Alice Loop

### **KEY POINTS AND CONCERNS:**

- Lots will easily meet dimensional development standards of 6,000 square feet net of access easements.
- Direct vehicular and utility access from Alice Loop.
- Existing infrastructure in place to provide parking, access, and utilities.

### **RECOMMENDATION:**

Approve the final plat of the minor subdivision of 601 Alice Loop subject to the attached conditions of approval.

### **ATTACHMENTS:**

Attachment A: Aerial Photos  
Attachment B: Current Plat  
Attachment C: Proposed Plat  
Attachment D: Photos  
Attachment E: Applicant Materials

## **BACKGROUND:**

The property at 601 Alice Loop is currently a large, mostly undeveloped lot in the Waterfront zoning district. A building most commonly known as the former Mt. Edgumbe Elementary School fronts the right-of-way on Alice Loop, with a large amount of vacant, unused land surrounding it. Future plans will likely include a major subdivision of the newly created Lot 2, which is why the applicant has included siting for a wide access and utility easement across Lots 1 and 2. This minor subdivision is a first step in enabling the future development of the area.

## **PROJECT DESCRIPTION:**

The proposed minor subdivision is intended to divide Lot 10 of the Alice and Charcoal Island Subdivision. The newly created parcels would both exceed the development standards for the Waterfront district; the minimum lot size in this zone is 6,000 square feet. In the proposed subdivision, Lot 1 would be 60,512 square feet (49,246 square feet net of access easements) and Lot 2 would be 78,161 square feet (65,351 square feet net of access easements).

Both lots make contact with the right-of-way, Alice Loop. An access and utility easement is platted here overlapping Lots 1 and 2 to enable future development and further subdivision of Lot 2. A utility easement was also added to the north portion of Lot 1 as another utility point for future development of Lot 2. Maintenance agreements for these easements will be developed, recorded, and cited via plat note.

## **Title 21**

The purposes of the subdivision regulations are: to promote and protect the public, health, safety and welfare; provide for appropriate roads, streets, and access; provide for useful, adequate and convenient open space; provide for means for efficient transportation, mobility, and access; assure adequate utilities; provide for emergency response accessibility; provide adequate recreation, light, and air; avoid population congestion; facilitate orderly development and growth; and accurate surveying.<sup>1</sup> These factors are analyzed in the below Analysis section.

## **Development Standards**

The minimum lot area for the WD District is 6,000 square feet. Both resulting lots will meet these minimums.

## **ANALYSIS:**

**Site:** Proposed Lot 1 will be 60,518 square feet (49,246 square feet net of access easements). Lot will retain existing structure and parking lot. Lot 2 will be 78,161 square feet (65,351 square feet net of access easements).

---

<sup>1</sup> SGC Section 21.04.020

**Utilities:** Utilities are available from Alice Loop, multiple utility easements are also platted to ensure future development options as well. Easement on the south end of the new Lot 2 is retained. Plat notes shall be added to cite recorded agreements for utility easements.

**Access, Roads, Transportation, and Mobility:** Lots are directly accessed from Alice Loop, and a new access easement through both lots is platted for future development.

**Public, Health, Safety and Welfare:** Locations for utilities are planned via proposed platted easements. A condition of approval requires all utility installations to undertake the required permitting processes. Creates developable, waterfront lot in a residential/multi-use neighborhood.

**Orderly and Efficient Layout and Development:** Subdivision separates existing structure primarily used for commercial purposes from vacant, buildable land in a way that preserves future development opportunities on Lot 2.

### **COMPREHENSIVE PLAN**

The proposed minor subdivision final plat complies with the Comprehensive Plan by following the subdivision process, and enables economic development of otherwise vacant land.

### **RECOMMENDED MOTION**

**1. I move to approve** the final plat for a minor subdivision to result in two lots at 601 Alice Loop in the Waterfront zoning district. The property is also known as Lot 10 Alice and Charcoal Island Subdivision. The request is filed by Shee Atika Holdings Alice Island, LLC. The owner of record is Shee Atika Holdings Alice Island, LLC

Conditions of Approval.

- 1) All utilities, including water, sewer, and electricity shall be required to have an approved permit from the municipality; and all utility permits and design shall comply with all applicable code and design polices including, but not limited to 15.04.100, 15.04.110, 15.04.240, and 15.04.250.
- 2) This subdivision development and the plat, prior to recording, complies with all applicable Sitka General Code.
- 3) All applicable state, federal, and tribal permits, licenses, regulations, and statutes shall be followed in subdividing this land.
- 4) Easement maintenance agreements for the access and utility easements shall be developed and recorded before final plat recording.

- 5) All easement agreements will be cited via plat notes. The City and Borough of Sitka is a party to all easements.

**2. I move to adopt the following findings:**

- a. The final plat meets its burden of proof as to access, utilities, and dimensions as proposed;
- b. The proposed minor subdivision final plat complies with the Comprehensive Plan by following the subdivision process, and enables economic development of otherwise vacant land;
- c. The proposed minor subdivision final plat complies with the subdivision code; and
- d. The minor subdivision final plat is not injurious to the public health, safety, and welfare and further that the proposed plat notes and conditions of approval protect the harmony of use and the public's health, safety and welfare.



**CERTIFICATE OF OWNERSHIP AND DEDICATION**

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, WATER, SEWER AND ELECTRICAL UTILITIES TO PUBLIC OR PRIVATE USE AS NOTED. DEDICATION AND TRANSFER OF OWNERSHIP OF RIGHTS OF WAY AND PUBLIC UTILITIES SHALL BECOME EFFECTIVE UPON WRITTEN ACCEPTANCE BY THE MUNICIPALITY OF THOSE FACILITIES.

DATE 12/5/01 Robert A. Ruicelle  
 CHIEF EXECUTIVE OFFICER SHEE ATKA INC. (SIGNATURE)

**NOTARY'S ACKNOWLEDGMENT**

US OF AMERICA  
 STATE OF ALASKA  
 CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 5th DAY OF December 2001, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED SHEE ATKA INC. CHIEF EXECUTIVE OFFICER Robert A. Ruicelle

TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND HE ACKNOWLEDGED TO ME THAT HE SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

Alvin Parrott Semina  
 NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA  
 MY COMMISSION EXPIRES Nov. 18, 2005

**CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)**

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA, IN THE NAME OF SHEE ATKA INC. AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 2002 WILL BE DUE ON OR BEFORE AUGUST 31, 2002, DATED THIS 17th DAY OF December 2001

Alvin Parrott Semina  
 ASSESSOR, CITY AND BOROUGH OF SITKA

**CERTIFICATE OF APPROVAL BY THE BOARD**

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLANNING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. 200-17 DATED November 20, 2001 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE 12/10/01 Alvin Parrott Semina  
 CHAIRMAN, PLANNING BOARD  
 SECRETARY

**CERTIFICATE OF APPROVAL BY THE ASSEMBLY**

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK 17 PAGES 96-97 DATED December 20, 2000 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE 12/5/01 Valerie A. Nelson  
 MAYOR  
 CITY AND BOROUGH CLERK

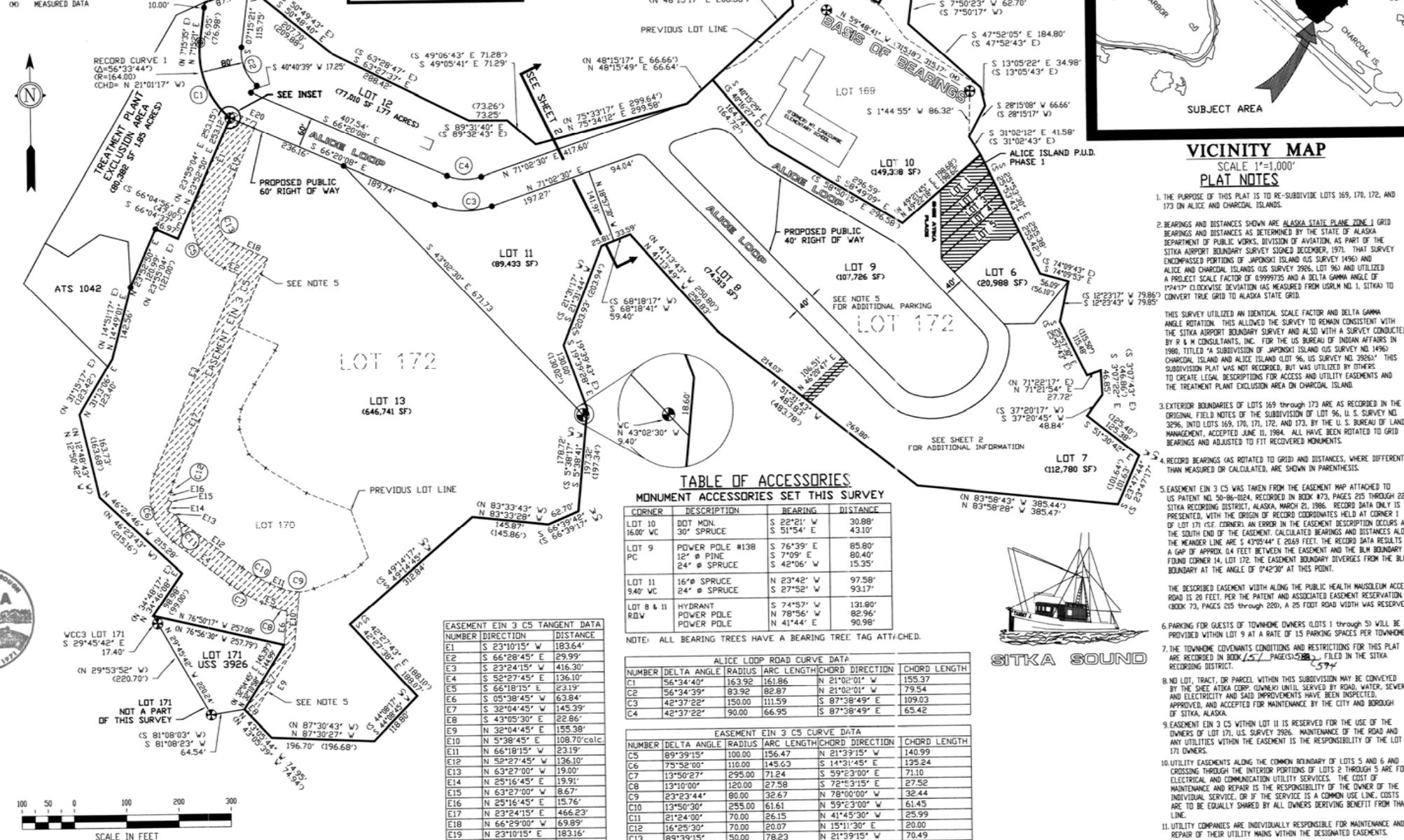
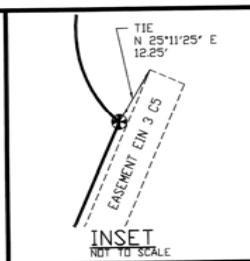
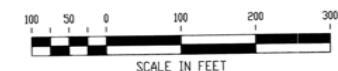
**CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT**

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE RECORDS IN THE NAME OF SHEE ATKA INC. (ALL OWNERS OF RECORD), AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.I.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS 11th DAY OF December 2001, AT SITKA, ALASKA.

Alvin Parrott Semina  
 FINANCE DIRECTOR  
 CITY & BOROUGH OF SITKA

- LEGEND**
- ⊕ PRIMARY CONTROL MONUMENT (SET)
  - ⊕ GLO/BLM PRIMARY BRASS CAP (RECOVERED NOVEMBER 2000)
  - SECONDARY MONUMENT (SET)
  - ROCK TABLET (SET)
  - ⊕ REBAR (RECOVERED)
  - ⊕ RECORDED DATA
  - ⊕ COMPUTED DATA
  - ⊕ MEASURED DATA





**CERTIFICATE OF OWNERSHIP AND DEDICATION**

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE \_\_\_\_\_ OWNER \_\_\_\_\_ (SIGNATURE)  
 DATE \_\_\_\_\_ OWNER \_\_\_\_\_ (SIGNATURE)

**NOTARY'S ACKNOWLEDGMENT**

US OF AMERICA  
 STATE OF ALASKA  
 CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED \_\_\_\_\_

TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND \_\_\_\_\_ ACKNOWLEDGED TO ME THAT \_\_\_\_\_ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

MY COMMISSION EXPIRES \_\_\_\_\_

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

**CERTIFICATE OF PAYMENT OF TAXES (STATE OF ALASKA) (FIRST JUDICIAL DISTRICT)**

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY AND BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS IN THE NAME OF \_\_\_\_\_

AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 20\_\_\_\_ WILL BE DUE ON OR BEFORE \_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AT SITKA, ALASKA.

ASSESSOR, CITY AND BOROUGH OF SITKA

**CERTIFICATE OF APPROVAL BY THE BOARD**

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. \_\_\_\_\_ DATED \_\_\_\_\_, 20\_\_\_\_, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE \_\_\_\_\_ CHAIRMAN, PLATTING BOARD

SECRETARY

**CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT**

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE RECORDS IN THE NAME OF \_\_\_\_\_

(CALL OWNERS OF RECORD), AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.I.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AT SITKA, ALASKA.

FINANCE DIRECTOR  
 CITY & BOROUGH OF SITKA

**CERTIFICATE OF APPROVAL BY THE ASSEMBLY**

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ DATED \_\_\_\_\_, 20\_\_\_\_, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE \_\_\_\_\_ MAYOR

CITY AND BOROUGH CLERK

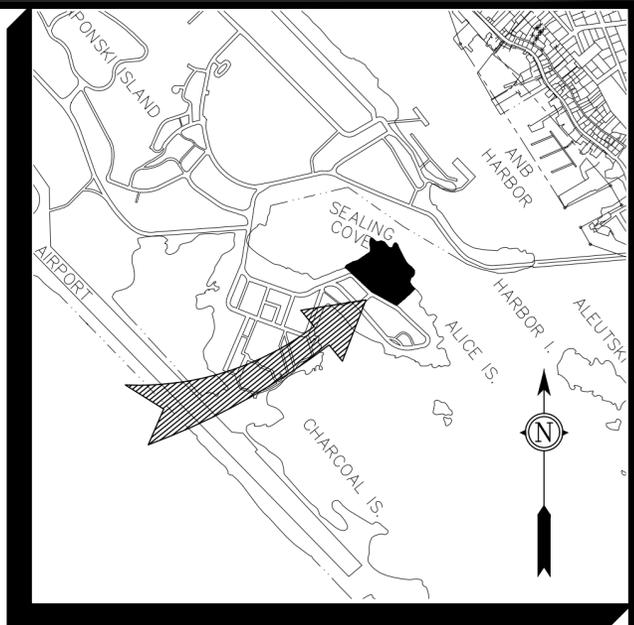
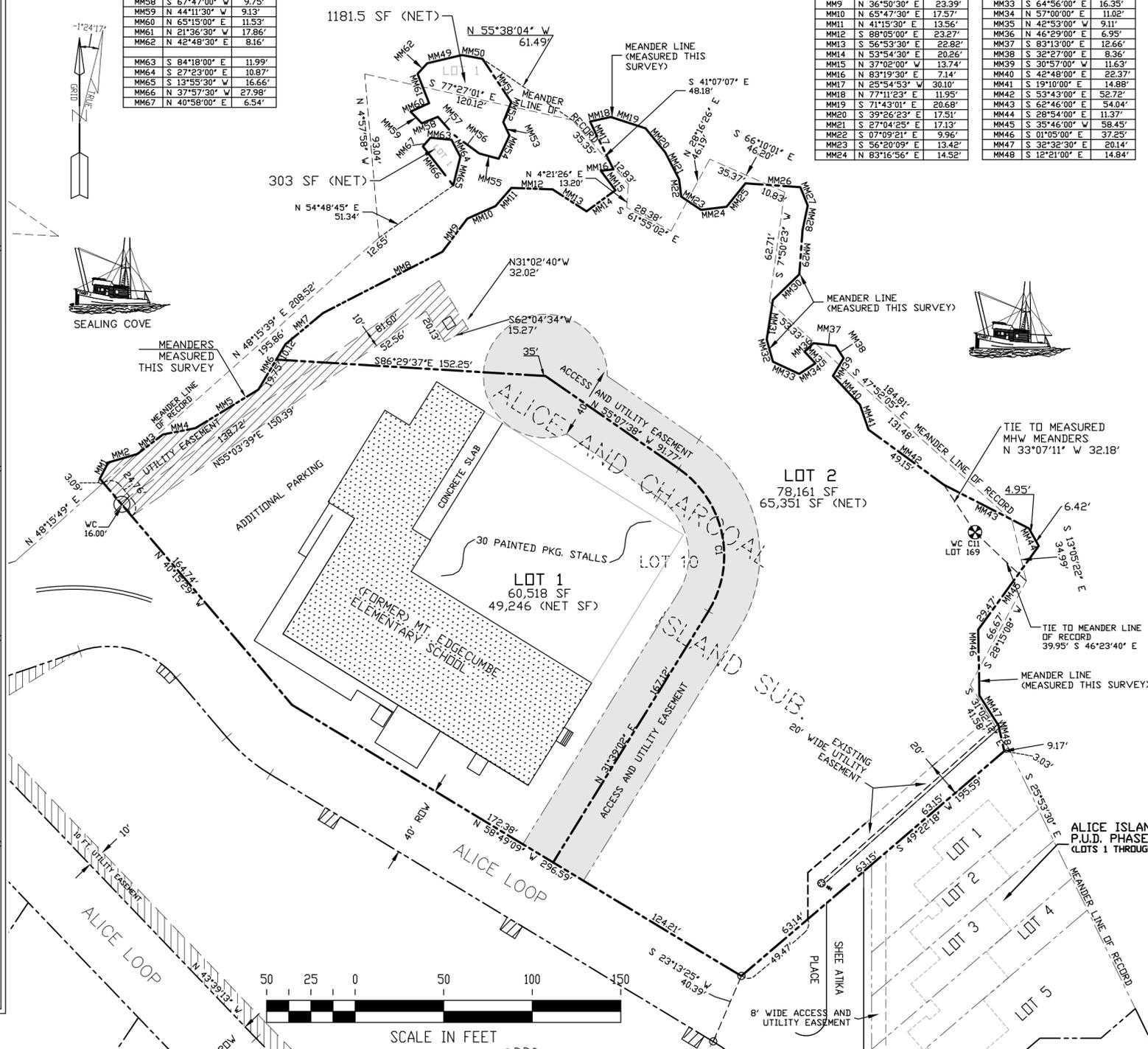
**MINOR ISLANDS**

DESCRIP.	BEARING	DISTANCE
MM49	N 76°37'30" E	20.15'
MM50	S 79°41'30" E	11.73'
MM51	S 33°35'30" E	29.43'
MM52	S 21°47'00" W	12.19'
MM53	S 24°38'30" E	8.35'
MM54	S 24°38'00" W	14.48'
MM55	N 75°04'30" W	11.45'
MM56	N 53°29'30" W	18.37'
MM57	N 40°58'30" W	13.06'
MM58	S 67°47'00" W	9.75'
MM59	N 44°11'30" W	9.13'
MM60	N 65°15'00" E	11.53'
MM61	N 21°36'30" W	17.86'
MM62	N 42°48'30" E	8.16'
MM63	S 84°18'00" E	11.99'
MM64	S 27°23'00" E	10.87'
MM65	S 13°55'30" E	16.66'
MM66	N 37°57'30" E	27.98'
MM67	N 40°58'00" E	6.54'

NUMBER	DELTA ANGLE	CHORD DIRECTION	RADIUS	ARC LENGTH	CHORD LENGTH
CI	86°46'28"	N 11°44'02" W	60.00	90.87	82.44

**LOT 10 UPLAND**

DESCRIP.	BEARING	DISTANCE	DESCRIP.	BEARING	DISTANCE
MM1	N 27°20'00" E	10.33'	MM25	N 38°46'21" E	17.07'
MM2	N 73°37'00" E	17.17'	MM26	S 85°55'51" E	31.08'
MM3	N 52°33'30" E	18.00'	MM27	S 21°51'46" E	11.24'
MM4	N 78°40'30" E	18.92'	MM28	S 11°55'36" W	14.14'
MM5	N 58°27'30" E	41.60'	MM29	S 04°12'30" W	25.11'
MM6	N 30°42'00" E	29.88'	MM30	S 45°45'00" W	20.88'
MM7	N 50°16'00" E	27.71'	MM31	S 08°42'00" W	22.68'
MM8	N 62°45'00" E	75.71'	MM32	S 15°22'00" E	13.02'
MM9	N 36°50'30" E	23.39'	MM33	S 64°56'00" E	16.35'
MM10	N 65°47'30" E	17.57'	MM34	N 57°00'00" E	11.02'
MM11	N 41°15'30" E	13.56'	MM35	N 42°53'00" W	9.11'
MM12	S 88°05'00" E	23.27'	MM36	N 46°29'00" E	6.95'
MM13	S 56°53'30" E	22.82'	MM37	S 83°13'00" E	12.66'
MM14	N 53°54'30" E	20.26'	MM38	S 32°27'00" E	8.36'
MM15	N 37°02'00" W	13.74'	MM39	S 30°57'00" W	11.63'
MM16	N 83°19'30" E	7.14'	MM40	S 42°48'00" E	22.37'
MM17	N 25°54'53" W	30.10'	MM41	N 19°10'00" E	14.88'
MM18	N 77°11'23" E	11.95'	MM42	S 53°43'00" E	52.72'
MM19	N 71°43'01" E	20.68'	MM43	S 62°46'00" E	54.04'
MM20	S 39°26'23" E	17.51'	MM44	S 28°54'00" E	11.37'
MM21	S 27°04'25" E	17.13'	MM45	S 35°46'00" W	58.45'
MM22	S 07°09'21" E	9.96'	MM46	S 01°05'00" E	37.25'
MM23	S 56°20'09" E	13.42'	MM47	S 32°32'30" E	20.14'
MM24	N 83°16'56" E	14.52'	MM48	S 12°21'00" E	14.84'



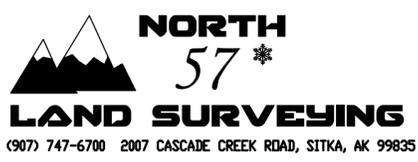
**VICINITY MAP**  
 SCALE 1"=1,000'  
**LEGEND**

- PRIMARY CONTROL MONUMENT RECOVERED (BRASS CAP)
- BLM/GLD PRIMARY BRASS CAP (RECOVERED)
- SECONDARY MONUMENT (SET)
- SECONDARY MONUMENT (RECOVERED)
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

**NOTES:**

- 1) THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE LOT 10 ALICE AND CHARCOAL ISLAND SUBDIVISION INTO TWO (2) LOTS.
- 2) THE MUNICIPALITY IS PARTY TO ALL EASEMENTS AND PLAT NOTES. THEY SHALL NOT BE MODIFIED WITHOUT APPROVAL OF THE PLATTING BOARD. THERE SHALL BE NO ENCRDACHMENTS ON CITY ASSETS OR EASEMENTS.
- 3) A MAINTENANCE AGREEMENT FOR THE ACCESS AND UTILITY EASEMENT IS FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. \_\_\_\_\_
- 4) A MAINTENANCE AGREEMENT FOR THE UTILITY EASEMENT IS FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. \_\_\_\_\_
- 5) RECORD BEARINGS AND DISTANCES SHOWN ON THIS PLAT ARE FROM THE ETHEL STATION SUBDIVISION PLAT, PLAT NO. 2007-23, AND ARE ALASKA STATE PLANE ZONE 1 (NAD 1927) GRID BEARINGS AND DISTANCES WITH SCALE FACTOR 0.9999735 AND DELTA GAMMA ANGLE OF -1°24'17". TO CONVERT ALASKA STATE GRID TO TRUE GRID, DIVIDE GRID DISTANCE BY THE SCALE FACTOR AND ADD THE DELTA GAMMA ANGLE TO THE GRID AZIMUTH.
- 6) THE SEAWARD BOUNDARY OF THIS SUBDIVISION IS THE ACTUAL LINE OF MEAN HIGH WATER (MHW) AT ELEVATION 9.2 FT. THE MEANDER LINE OF RECORD IS THAT DEPICTED ON THE BLM PLAT "SUBDIVISION OF LOT 96, U.S. SURVEY 3926." IT WAS NOT INTENDED TO REPRESENT THE ACTUAL BOUNDARY, BUT RATHER, IS AN APPROXIMATION ONLY, USED TO DETERMINE THE GENERAL SHAPE OF THE SHORELINE AND QUANTITY OF LAND EMBRACED ON THAT SURVEY.

**PRELIMINARY SITKA RECORDING DISTRICT**



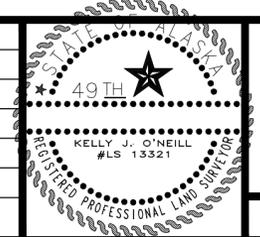
BY	DATE	REV.	DESCRIPTION OF CHANGE

RECORD OF REVISIONS

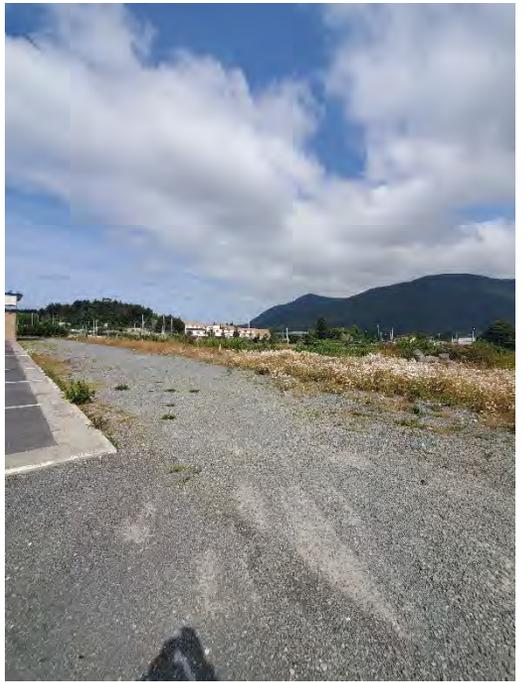
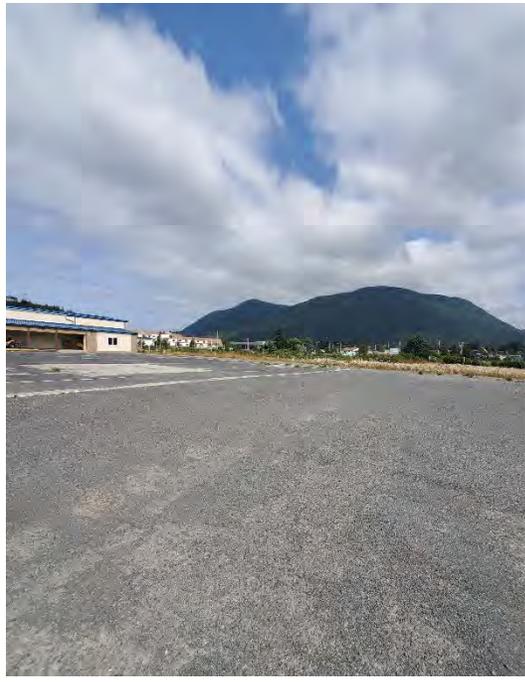
DESIGNED: K. O'NEILL  
 DRAWN: JCH/ACAD  
 CHECKED: KD  
 DATE OF PLAT: JULY 02, 2019 # 94621  
 SCALE: 1" = 50'  
 DRAWING NAME: LOT10MINORCDS  
 PROJECT NO. 40034-01

**SURVEYOR'S CERTIFICATE**  
 I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN \_\_\_\_\_ A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.  
 DATE \_\_\_\_\_ KELLY J. O'NEILL, LS 13321

**DR. WALTER SOBOLEFF SUBDIVISION**  
 LOT 10, ALICE AND CHARCOAL ISLAND SUBDIVISION  
 CLIENT: SHEE ATIKA INC.



SHEET





**CITY AND BOROUGH OF SITKA**  
 PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
 GENERAL APPLICATION FORM

- Applications must be deemed complete at least TWENTY-ONE (21) days in advance of next meeting date.
- Review guidelines and procedural information.
- Fill form out completely. No request will be considered without a completed form.
- Submit all supporting documents and proof of payment.

**APPLICATION FOR:**     VARIANCE                       CONDITIONAL USE  
                                   ZONING AMENDMENT             PLAT/SUBDIVISION

**BRIEF DESCRIPTION OF REQUEST:** Subdivide Lot 10 of the Alice and Charcoal Island Subdivision  
into two lots.

**PROPERTY INFORMATION:**

CURRENT ZONING: WD                      PROPOSED ZONING (if applicable): \_\_\_\_\_  
 CURRENT LAND USE(S): Commercial Real Estate    PROPOSED LAND USES (if changing): \_\_\_\_\_

**APPLICANT INFORMATION:**

PROPERTY OWNER: Shee Atika Holdings Alice Island, LLC  
 PROPERTY OWNER ADDRESS: 315 Lincoln Street, Suite 300, Sitka, AK 99835  
 STREET ADDRESS OF PROPERTY: 601 Alice Loop Rd  
 APPLICANT'S NAME: Kenneth Cameron for Shee Atika Holdings Alice Island, LLC  
 MAILING ADDRESS: 315 Lincoln Street, Suite 300, Sitka, AK 99835  
 EMAIL ADDRESS: ken.sheeatika@gmail.com                      DAYTIME PHONE: 907-747-3534

**PROPERTY LEGAL DESCRIPTION:**

TAX ID: 92-0045953                      LOT: 10                      BLOCK: \_\_\_\_\_                      TRACT: \_\_\_\_\_  
 SUBDIVISION: Alice and Charcoal Island Subdivision                      US SURVEY: \_\_\_\_\_

Shee Atika Holdings Alice Island, LLC  
Cameron                      July 16, 2019                      601 Alice Loop Rd, Sitka, AK  
 Last Name                      Date Submitted                      Project Address

**REQUIRED INFORMATION:**

For All Applications:

- Completed General Application form (attached)
- Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- Site Plan showing all existing and proposed structures with dimensions and location of utilities (see plat from North57)
- Floor Plan for all structures and showing use of those structures
- Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- Site photos showing all angles of structures, property lines, street access, and parking – emailed to [planning@cityofsitka.org](mailto:planning@cityofsitka.org) or printed in color on 8.5" x 11" paper
- Proof of filing fee payment

For Marijuana Enterprise Conditional Use Permits Only:

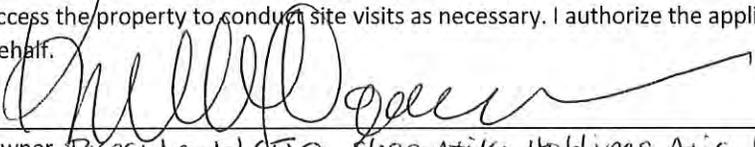
- AMCO Application

For Short-Term Rentals and B&Bs:

- Renter Informational Handout (directions to rental, garbage instructions, etc.)

**CERTIFICATION:**

I hereby certify that I am the owner of the property described above and that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application, and does not ensure approval of the request. I understand that public notice will be mailed to neighboring property owners and published in the Daily Sitka Sentinel. I understand that attendance at the Planning Commission meeting is required for the application to be considered for approval. I further authorize municipal staff to access the property to conduct site visits as necessary. I authorize the applicant listed on this application to conduct business on my behalf.

  
 Owner President/CEO, Shee Atika Holdings Alice Island, LLC Date July 16, 2019

\_\_\_\_\_  
 Owner Date

I certify that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application, and does not ensure approval of the request.

\_\_\_\_\_  
 Applicant (If different than owner) Date

Shee Atika Holdings Alice Island, LLC  
Cameron July 16, 2019 601 Alice Loop Rd  
 Last Name Date Submitted Project Address



• ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT: See plat

• DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES:

Former Mt. Edgecumbe Elementary School, currently used as office building  
Parking for this buildings use is beyond sufficient.

• EXISTENCE OF ANY ENCROACHMENTS: No

• AVAILABILITY OF REQUIRED PARKING: parking for the existing structure is beyond  
sufficient

• SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS: Agreements will be  
prepared and recorded prior to final subdivision plat

ANY ADDITIONAL COMMENTS Development of this property would  
provide a positive impact to the community.

  
Applicant

July 16, 2019  
Date

Sheer Atika Inc  
Last Name  
Cameron

Hobbing Alice Island LLC  
July 16, 2019  
Date Submitted

601 Alice Loop  
Project Address



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## **Planning and Community Development Department**

Case No: P 19-06  
Proposal: Final Plat – hybrid minor subdivision to result in 5 lots  
Applicant: Shee Atika Inc.  
Owner: Shee Atika Inc.  
Location: 430 and 470 Alice Loop  
Legal Desc.: Lots 11C and 11D William Paul Subdivision  
Zone: WD Waterfront District  
Size: 430 Alice Loop Existing: 29,629 square feet,  
Proposed: Lot 3 – 9,744 sf, Lot 4 – 10,253 sf, Lot 5 – 9,607 sf  
470 Alice Loop Existing: 21,662 square feet  
Proposed: Lot 1 – 12,558 sf, Lot 2 – 9,103 sf  
Parcel IDs: 430 Alice Loop: 1-9020-003  
470 Alice Loop: 1-9020-002  
Existing Use: Vacant, Undeveloped  
Adjacent Use: Vacant, Residential, Commercial, Harbor  
Utilities: Alice Loop  
Access: Alice Loop

### **KEY POINTS AND CONCERNS:**

- Lots will meet dimensional development standards of 6,000 square feet net of access easements.
- Three lots have direct vehicular and utility access from Alice Loop – meeting the threshold for hybrid minor subdivisions that at least one lot is fully served by a right-of-way.
- Existing infrastructure is in place to provide parking, access, and utilities.

### **RECOMMENDATION:**

Approve the final plat of the minor subdivision of 430 and 470 Alice Loop subject to the attached conditions of approval.

### **ATTACHMENTS:**

Attachment A: Aerial Photos  
Attachment B: Current Plat  
Attachment C: Proposed Plat  
Attachment D: Photos  
Attachment E: Applicant Materials

## **BACKGROUND:**

The properties at 430 and 470 Alice Loop are currently a large, vacant, and mostly undeveloped lots in the Waterfront zoning district. The land was subdivided into the William Paul Subdivision in 2015, a minor subdivision of Lot 11, Alice and Charcoal Island Subdivision. Shee Atika Holdings Alice Island, LLC has retained ownership of 4 of the 5 lots in the William Paul Subdivision.

While this platting action results in more than 4 lots as is common in minor subdivisions, the action is the subdivision of two lots resulting in five (rather than the subdivision of one lot resulting in more than four lots). Further, a hybrid minor subdivision can result in five lots if at least one lot is fully served in terms of access and utilities by a right-of-way rather than by easement. Further, no more than 4 lots are accessed via a platted access easement, and of the five lots created, 3 make contact with a right-of-way for access and utilities. Given these factors, requiring review and development standards in accordance with a major subdivision is not “right-sized” with the proposed subdivision plan. Consideration of this platting action as hybrid minor subdivision is most appropriate.

During consideration of the preliminary plat, the Planning Commission had two primary concerns/changes they wished to see for the final plat. The first was that the easement granted through the proposed Lot 2 should be widened to 20 feet rather than 15 feet which was shown. This has been updated on the final plat. The Commission was also unsure of whether or not the proposed Lot 4 met the development standard of lots being at least 60 feet wide. The Curve Data table on the plat indicates the front property line for the proposed Lot 4 meets this standard and is 60 feet wide.

## **PROJECT DESCRIPTION:**

The proposed minor subdivision is intended to divide Lots 11C and 11D of the William Paul Subdivision. The newly created parcels will exceed the development standards for the Waterfront district; the minimum lot size in this zone is 6,000 square feet net of access easements. In the proposed subdivision, the lots will have the following sizes (measured net of access easements):

- Lot 1: 12,558 sf
- Lot 2: 7,283 sf
- Lot 3: 9,744 sf
- Lot 4: 9,869 sf
- Lot 5: 7,185 sf

Lots 3, 4, and 5 make contact with the right-of-way, Alice Loop. An access and utility easement is platted along the east side of Lot 5 to serve Lots 11A, 11B, and 11C of the William Paul Subdivision. As Lot 11C will be subdivided into two lots, the easement will now provide access to four lots. A maintenance agreement is already developed, recorded, and cited via plat note.

## **Title 21**

The purposes of the subdivision regulations are: to promote and protect the public, health, safety and welfare; provide for appropriate roads, streets, and access; provide for useful, adequate and convenient open space; provide for means for efficient transportation, mobility, and access; assure adequate utilities; provide for emergency response accessibility; provide adequate recreation, light, and air; avoid population congestion; facilitate orderly development and growth; and accurate surveying. <sup>1</sup> These factors are analyzed in the below Analysis section.

### **Development Standards**

The minimum lot area for the WD District is 6,000 square feet. All resulting lots will meet these minimums.

### **ANALYSIS:**

**Site:** Lots are currently large, flat, and undeveloped. Lot sizes listed above under project description; all lots meet the dimensional standards for the zoning district.

**Utilities:** Utilities are available from Alice Loop, multiple utility easements are also platted to ensure future development options as well. Maintenance agreements for utility easements will be cited via plat note and recorded prior to final plat recording.

**Access, Roads, Transportation, and Mobility:** Three of the lots are directly accessed from Alice Loop, an existing easement would serve two lots – four lots total would utilize this easement which is consistent with code requirements for access easements.

**Public, Health, Safety and Welfare:** Locations for utilities are planned via proposed platted easements. A condition of approval requires all utility installations to undertake the required permitting processes. Creates developable, waterfront lot in a residential/multi-use neighborhood.

**Orderly and Efficient Layout and Development:** Lot 11C and 11D should be developed and subdivided in coordination with one another; access to Lot 11C is dependent on easement provided by Lots 11B and 11D.

### **COMPREHENSIVE PLAN**

The proposed minor subdivision final plat complies with the Comprehensive Plan by following the subdivision process, and enables economic development of otherwise vacant land.

---

<sup>1</sup> SGC Section 21.04.020

## **RECOMMENDED MOTION**

**1. I move to approve** the final plat for a hybrid minor subdivision to result in five lots at 430 and 470 Alice Loop in the Waterfront zoning district subject to the attached conditions of approval. The properties are also known as Lot 11C and 11D William Paul Subdivision. The request is filed by Shee Atika Inc. The owner of record is Shee Atika Inc.

Conditions of Approval.

- 1) All utilities, including water, sewer, and electricity shall be required to have an approved permit from the municipality; and all utility permits and design shall comply with all applicable code and design polices including, but not limited to 15.04.100, 15.04.110, 15.04.240, and 15.04.250.
- 2) This subdivision development and the plat, prior to recording, complies with all applicable Sitka General Code.
- 3) All applicable state, federal, and tribal permits, licenses, regulations, and statutes shall be followed in subdividing this land.
- 4) Easement maintenance agreements for the access and utility easements shall be developed and recorded before final plat recording.
- 5) All easement agreements will be cited via plat notes. The City and Borough of Sitka is a party to all easements.

## **2. I move to adopt the following findings:**

- a. The final plat meets its burden of proof as to access, utilities, and dimensions as proposed;
- b. The proposed minor subdivision final plat complies with the Comprehensive Plan by following the subdivision process, and enables economic development of otherwise vacant land;
- c. The proposed minor subdivision final plat complies with the subdivision code; and
- d. The minor subdivision final plat is not injurious to the public health, safety, and welfare and further that the proposed plat notes and conditions of approval protect the harmony of use and the public's health, safety and welfare.



**CERTIFICATE OF OWNERSHIP AND DEDICATION**

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

11/10/15 *Patricia McConnell, COO*  
 DATE OWNER (SIGNATURES)

DATE OWNER (SIGNATURES)  
**NOTARY'S ACKNOWLEDGMENT**

US OF AMERICA  
 STATE OF ALASKA  
 CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 10<sup>th</sup> DAY OF November 2015 BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND DULY PERSONALLY APPOINTED, *Patricia McConnell, C.O.O. of Shee Atika, Inc.* TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND SHE ACKNOWLEDGED TO ME THAT SHE SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.  
 NOTARY PUBLIC *RUTH M. JOENS*  
 RUTH M. JOENS  
 State of Alaska  
 My Commission Expires Apr 12, 2016

MY COMMISSION EXPIRES 4-12-16  
*Ruth M Joens*  
 NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

**CERTIFICATE OF PAYMENT OF TAXES (STATE OF ALASKA) (FIRST JUDICIAL DISTRICT)**

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY AND BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CHARGED ON THE TAX RECORDS IN THE NAME OF *Shee Atika, Inc.*

AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 2015 WILL BE DUE ON OR BEFORE Aug 31, 2015.

DATED THIS 10<sup>th</sup> DAY OF November 2015 AT SITKA, ALASKA.  
*Wendy Swanson*  
 ASSESSOR, CITY AND BOROUGH OF SITKA

**CERTIFICATE OF APPROVAL BY THE BOARD**

I HEREBY CERTIFY THAT THIS SUBDIVISION PLAN SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK 15, PAGE 101, DATED 04-15-2015 AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

11/10/15 *Patricia McConnell*  
 CHAIRMAN, PLATTING BOARD  
*Annabeth Plesner*  
 SECRETARY

**CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT**

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CHARGED ON THE RECORDS IN THE NAME OF *Shee Atika, Inc.*

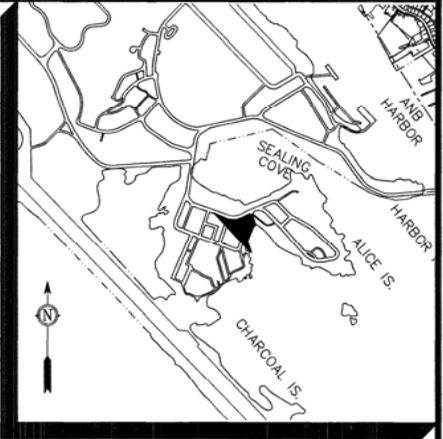
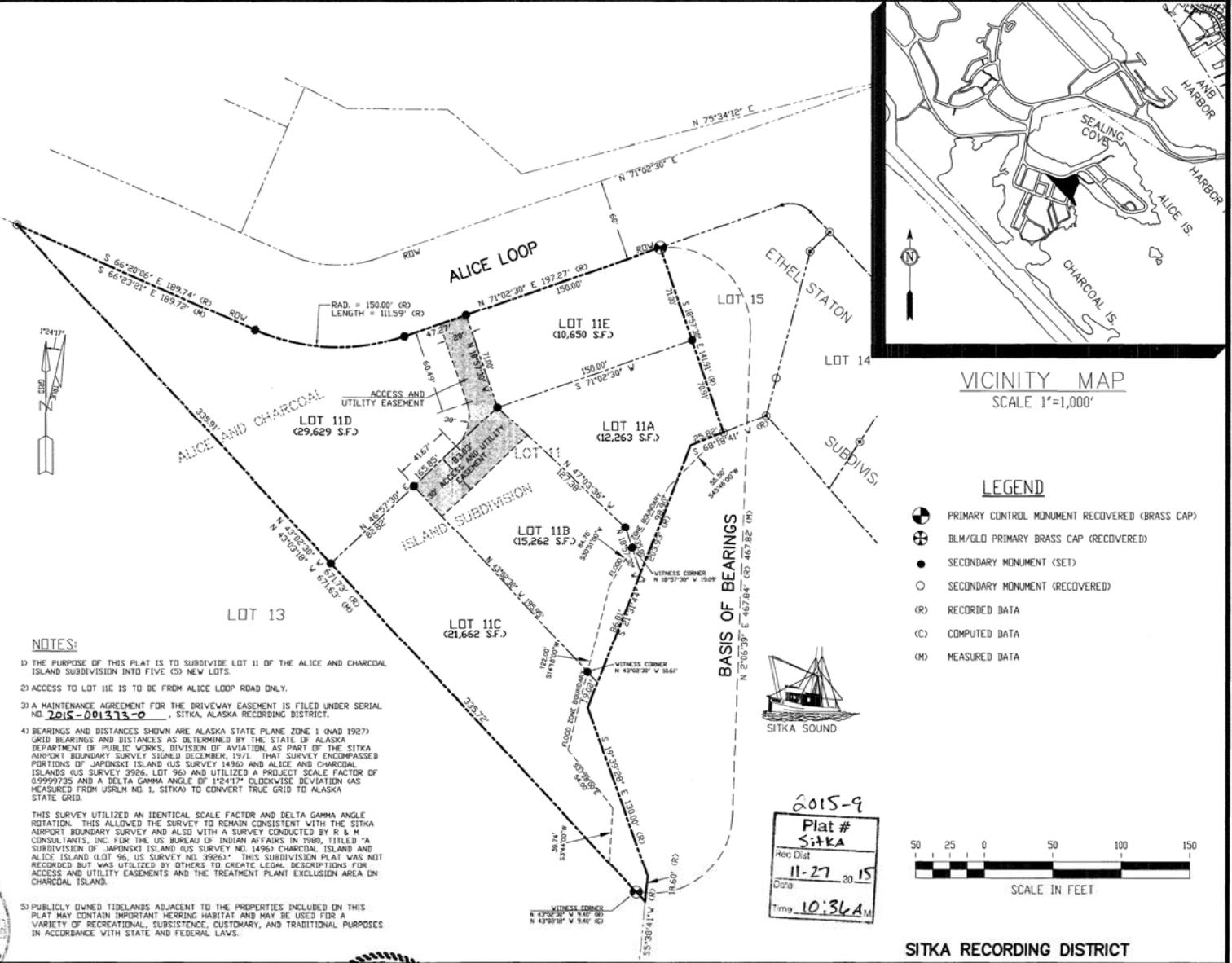
CALL OWNERS OF RECORD; AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.L.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS 10<sup>th</sup> DAY OF November 2015 AT SITKA, ALASKA.  
*Patricia McConnell*  
 FINANCE DIRECTOR  
 CITY & BOROUGH OF SITKA

**CERTIFICATE OF APPROVAL BY THE ASSEMBLY**

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN WAS FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK 15, PAGE 101, DATED 04-15-2015 AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

11/10/15 *Patricia McConnell*  
 CHAIRMAN  
*Sara Peterson*  
 CITY AND BOROUGH CLERK



VICINITY MAP  
 SCALE 1"=1,000'

**LEGEND**

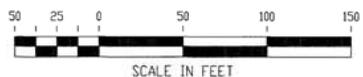
- PRIMARY CONTROL MONUMENT RECOVERED (BRASS CAP)
- ⊕ BLM/GLD PRIMARY BRASS CAP (RECOVERED)
- SECONDARY MONUMENT (SET)
- SECONDARY MONUMENT (RECOVERED)
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

**NOTES:**

- 1) THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE LOT 11 OF THE ALICE AND CHARCOAL ISLAND SUBDIVISION INTO FIVE (5) NEW LOTS.
- 2) ACCESS TO LOT 11E IS TO BE FROM ALICE LOOP ROAD ONLY.
- 3) A MAINTENANCE AGREEMENT FOR THE DRIVEWAY EASEMENT IS FILED UNDER SERIAL NO. 2015-001313-0, SITKA, ALASKA RECORDING DISTRICT.
- 4) BEARINGS AND DISTANCES SHOWN ARE ALASKA STATE PLANE ZONE 1 (NAD 1927) GRID BEARINGS AND DISTANCES AS DETERMINED BY THE STATE OF ALASKA DEPARTMENT OF PUBLIC WORKS, DIVISION OF AVIATION, AS PART OF THE SITKA AIRPORT BOUNDARY SURVEY SIGNED DECEMBER, 1971. THAT SURVEY ENCOMPASSED PORTIONS OF JAPANESE ISLAND (US SURVEY 1496) AND ALICE AND CHARCOAL ISLANDS (US SURVEY 3926, LOT 96) AND UTILIZED A PROJECT SCALE FACTOR OF 0.9999725 AND A DELTA GAMMA ANGLE OF 12471" CLOCKWISE DEVIATION AS MEASURED FROM USBLM NO. 1, SITKA) TO CONVERT TRUE GRID TO ALASKA STATE GRID. THIS SURVEY UTILIZED AN IDENTICAL SCALE FACTOR AND DELTA GAMMA ANGLE ROTATION. THIS ALLOWED THE SURVEY TO REMAIN CONSISTENT WITH THE SITKA AIRPORT BOUNDARY SURVEY AND ALSO WITH A SURVEY CONDUCTED BY R & M CONSULTANTS, INC. FOR THE US BUREAU OF INDIAN AFFAIRS IN 1980, TITLED "A SUBDIVISION OF JAPANESE ISLAND (US SURVEY NO. 1496) CHARCOAL ISLAND AND ALICE ISLAND (LOT 96, US SURVEY NO. 3926)". THIS SUBDIVISION PLAT WAS NOT RECORDED BUT WAS UTILIZED BY OTHERS TO CREATE LEGAL DESCRIPTIONS FOR ACCESS AND UTILITY EASEMENTS AND THE TREATMENT PLANT EXCLUSION AREA ON CHARCOAL ISLAND.
- 5) PUBLICLY OWNED TIDELANDS ADJACENT TO THE PROPERTIES INCLUDED ON THIS PLAT MAY CONTAIN IMPORTANT HERRING HABITAT AND MAY BE USED FOR A VARIETY OF RECREATIONAL, SUBSISTENCE, CUSTOMARY, AND TRADITIONAL PURPOSES IN ACCORDANCE WITH STATE AND FEDERAL LAWS.



2015-9  
 Plat #  
 Sitka  
 Rec Dist  
 11-27  
 2015  
 Dist  
 Trms 10:36A.M



**SITKA RECORDING DISTRICT**

**O'NEILL**  
 SURVEYING AND ENGINEERING  
 1500 1<sup>ST</sup> AVENUE  
 SITKA, ALASKA 99833  
 PHONE: (907) 747-6700  
 FAX: (907) 747-7590  
 EMAIL: oneillengr@aol.net

RECORDED  
 DECEMBER 3, 2015

BY	DATE	REV.	DESCRIPTION OF CHANGE



**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN 2015, 2015 A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

11/10/15 *Patrick M. O'Neill*  
 DATE PATRICK M. O'NEILL, L.S. 6204

RESTORED P. O'NEILL  
 DRAWN KID/ACAD  
 CHECKED PGO  
 DATE OF PLAT: SEPT. 30, 2015 \* 09:38:29  
 SCALE: 1" = 50'  
 DRAWING NAME: LOT11-SUB  
 PROJECT NO. 30434-21-00

**WILLIAM PAUL SUBDIVISION**

LOT 11, ALICE AND CHARCOAL ISLAND SUBDIVISION

CLIENT: SHEE ATIKA INC.

SHEET 1 OF 1

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE \_\_\_\_\_ OWNER \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_

DATE \_\_\_\_\_ OWNER \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_

**NOTARY'S ACKNOWLEDGMENT**

US OF AMERICA  
STATE OF ALASKA  
CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED \_\_\_\_\_

TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND \_\_\_\_\_ ACKNOWLEDGED TO ME THAT \_\_\_\_\_ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

MY COMMISSION EXPIRES \_\_\_\_\_

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

**CERTIFICATE OF PAYMENT OF TAXES  
(STATE OF ALASKA)  
(FIRST JUDICIAL DISTRICT)**

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY AND BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS IN THE NAME OF \_\_\_\_\_

AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 20\_\_\_\_ WILL BE DUE ON OR BEFORE \_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AT SITKA, ALASKA.

ASSESSOR, CITY AND BOROUGH OF SITKA

**CERTIFICATE OF APPROVAL BY THE BOARD**

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. \_\_\_\_\_ DATED \_\_\_\_\_, 20\_\_\_\_, AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE \_\_\_\_\_ CHAIRMAN, PLATTING BOARD \_\_\_\_\_

SECRETARY \_\_\_\_\_

**CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT**

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE RECORDS IN THE NAME OF: \_\_\_\_\_

(ALL OWNERS OF RECORD), AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.I.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AT SITKA, ALASKA.

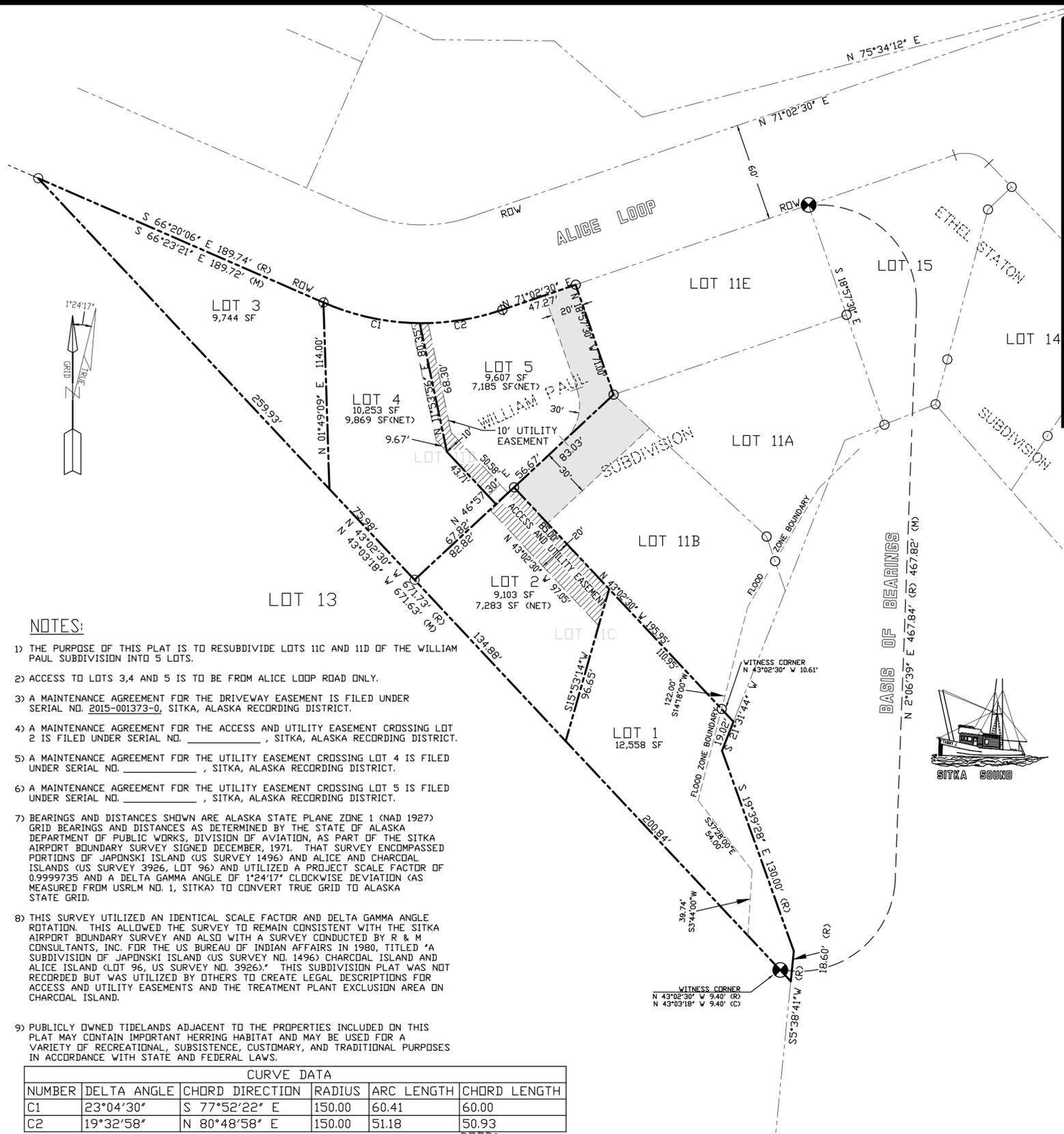
FINANCE DIRECTOR  
CITY & BOROUGH OF SITKA

**CERTIFICATE OF APPROVAL BY THE ASSEMBLY**

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ DATED \_\_\_\_\_, 20\_\_\_\_, AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

DATE \_\_\_\_\_ MAYOR \_\_\_\_\_

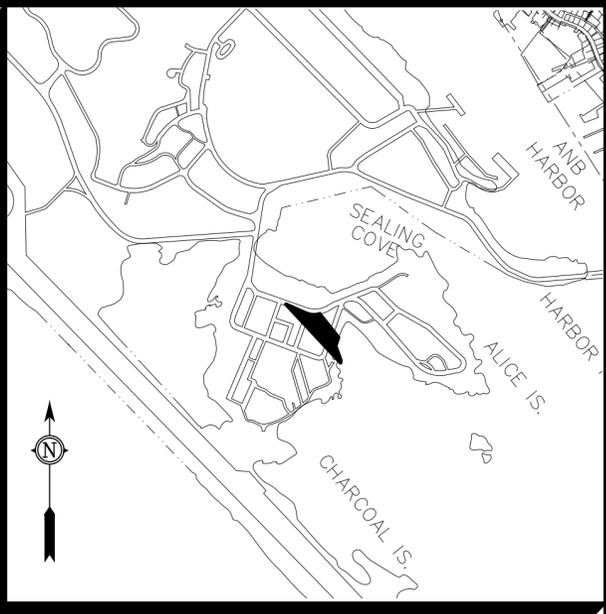
CITY AND BOROUGH CLERK \_\_\_\_\_



**NOTES:**

- THE PURPOSE OF THIS PLAT IS TO RESUBDIVIDE LOTS 11C AND 11D OF THE WILLIAM PAUL SUBDIVISION INTO 5 LOTS.
- ACCESS TO LOTS 3, 4 AND 5 IS TO BE FROM ALICE LOOP ROAD ONLY.
- A MAINTENANCE AGREEMENT FOR THE DRIVEWAY EASEMENT IS FILED UNDER SERIAL NO. 2015-001373-0, SITKA, ALASKA RECORDING DISTRICT.
- A MAINTENANCE AGREEMENT FOR THE ACCESS AND UTILITY EASEMENT CROSSING LOT 2 IS FILED UNDER SERIAL NO. \_\_\_\_\_, SITKA, ALASKA RECORDING DISTRICT.
- A MAINTENANCE AGREEMENT FOR THE UTILITY EASEMENT CROSSING LOT 4 IS FILED UNDER SERIAL NO. \_\_\_\_\_, SITKA, ALASKA RECORDING DISTRICT.
- A MAINTENANCE AGREEMENT FOR THE UTILITY EASEMENT CROSSING LOT 5 IS FILED UNDER SERIAL NO. \_\_\_\_\_, SITKA, ALASKA RECORDING DISTRICT.
- BEARINGS AND DISTANCES SHOWN ARE ALASKA STATE PLANE ZONE 1 (NAD 1927) GRID BEARINGS AND DISTANCES AS DETERMINED BY THE STATE OF ALASKA DEPARTMENT OF PUBLIC WORKS, DIVISION OF AVIATION, AS PART OF THE SITKA AIRPORT BOUNDARY SURVEY SIGNED DECEMBER, 1971. THAT SURVEY ENCOMPASSED PORTIONS OF JAPONSKI ISLAND (US SURVEY 1496) AND ALICE AND CHARCOAL ISLANDS (US SURVEY 3926, LOT 96) AND UTILIZED A PROJECT SCALE FACTOR OF 0.9999735 AND A DELTA GAMMA ANGLE OF 1°24'17" CLOCKWISE DEVIATION (AS MEASURED FROM USRLM NO. 1, SITKA) TO CONVERT TRUE GRID TO ALASKA STATE GRID.
- THIS SURVEY UTILIZED AN IDENTICAL SCALE FACTOR AND DELTA GAMMA ANGLE ROTATION. THIS ALLOWED THE SURVEY TO REMAIN CONSISTENT WITH THE SITKA AIRPORT BOUNDARY SURVEY AND ALSO WITH A SURVEY CONDUCTED BY R & M CONSULTANTS, INC. FOR THE US BUREAU OF INDIAN AFFAIRS IN 1980, TITLED "A SUBDIVISION OF JAPONSKI ISLAND (US SURVEY NO. 1496) CHARCOAL ISLAND AND ALICE ISLAND (LOT 96, US SURVEY NO. 3926)". THIS SUBDIVISION PLAT WAS NOT RECORDED BUT WAS UTILIZED BY OTHERS TO CREATE LEGAL DESCRIPTIONS FOR ACCESS AND UTILITY EASEMENTS AND THE TREATMENT PLANT EXCLUSION AREA ON CHARCOAL ISLAND.
- PUBLICLY OWNED TIDELANDS ADJACENT TO THE PROPERTIES INCLUDED ON THIS PLAT MAY CONTAIN IMPORTANT HERRING HABITAT AND MAY BE USED FOR A VARIETY OF RECREATIONAL, SUBSISTENCE, CUSTOMARY, AND TRADITIONAL PURPOSES IN ACCORDANCE WITH STATE AND FEDERAL LAWS.

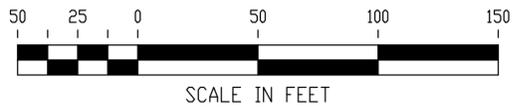
CURVE DATA					
NUMBER	DELTA ANGLE	CHORD DIRECTION	RADIUS	ARC LENGTH	CHORD LENGTH
C1	23°04'30"	S 77°52'22" E	150.00	60.41	60.00
C2	19°32'58"	N 80°48'58" E	150.00	51.18	50.93



**VICINITY MAP**  
SCALE 1"=1,000'

**LEGEND**

- PRIMARY CONTROL MONUMENT RECOVERED (BRASS CAP)
- SECONDARY MONUMENT (SET)
- SECONDARY MONUMENT (RECOVERED)
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA
- EXISTING ACCESS AND UTILITY EASEMENT

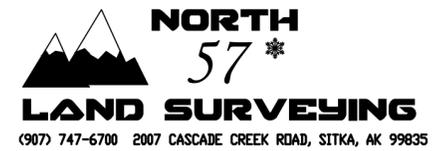


**PRELIMINARY  
SITKA RECORDING DISTRICT**

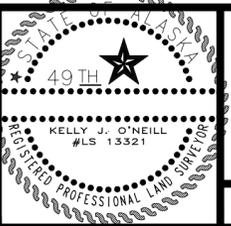
**WP SUBDIVISION**

LOTS 11C AND 11D  
WILLIAM PAUL SUBDIVISION

CLIENT: SHEE ATIKA INC.



BY	DATE	REV.	DESCRIPTION OF CHANGE
RECORD OF REVISIONS			



DESIGNED: K. O'NEILL  
DRAWN: KO/ACAD  
CHECKED: KO  
DATE OF PLAT: OCT. 11, 2019 \* 8:27:35  
SCALE: 1" = 50'  
DRAWING NAME: WR-RESUB(S)  
PROJECT NO. 40034-05

**SURVEYOR'S CERTIFICATE**  
I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN \_\_\_\_\_ A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.  
DATE \_\_\_\_\_ KELLY J. O'NEILL LS 13321

SHEET \_\_\_\_\_ OF \_\_\_\_\_





**CITY AND BOROUGH OF SITKA**  
 PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
 GENERAL APPLICATION FORM

- Applications must be deemed complete at least TWENTY-ONE (21) days in advance of next meeting date.
- Review guidelines and procedural information.
- Fill form out **completely**. No request will be considered without a completed form.
- Submit all supporting documents and proof of payment.

**APPLICATION FOR:**     VARIANCE                       CONDITIONAL USE  
                                   ZONING AMENDMENT             PLAT/SUBDIVISION

**BRIEF DESCRIPTION OF REQUEST:** Requesting a 5 lot Hybrid Subdivision on lots 11C and 11D William Paul Subdivision. Subdividing 2 lots into 5 lots.

**PROPERTY INFORMATION:**

CURRENT ZONING: WD                      PROPOSED ZONING (if applicable): \_\_\_\_\_  
 CURRENT LAND USE(S): Vacant land                      PROPOSED LAND USES (if changing): \_\_\_\_\_

**APPLICANT INFORMATION:**

PROPERTY OWNER: Shee Atika Inc.  
 PROPERTY OWNER ADDRESS: 315 Lincoln St. Ste 300 Sitka  
 STREET ADDRESS OF PROPERTY: 430 + 470 Alice Loop Road  
 APPLICANT'S NAME: Shee Atika Inc.  
 MAILING ADDRESS: 315 Lincoln St. Ste 300 Sitka  
 EMAIL ADDRESS: Ken. SheeAtika@gmail.com                      DAYTIME PHONE: \_\_\_\_\_

**PROPERTY LEGAL DESCRIPTION:**

TAX ID: 19020002 + 19020003    LOT: 11C + 11D    BLOCK: \_\_\_\_\_    TRACT: \_\_\_\_\_  
 SUBDIVISION: William Paul Subdivision                      US SURVEY: \_\_\_\_\_

Shee Atika Inc.                      7-25-19                      430 + 470 Alice Loop  
 Last Name                      Date Submitted                      Project Address





**CITY AND BOROUGH OF SITKA**  
 PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
 SUPPLEMENTAL APPLICATION FORM  
 PLAT APPLICATION

- APPLICATION FOR**
- MAJOR SUBDIVISION/PLANNED UNIT DEVELOPMENT
  - MINOR SUBDIVISION/HYBRID SUBDIVISION
  - SUBDIVISION REPLAT/LOT MERGER/EASEMENT AMENDMENT
  - BOUNDARY LINE ADJUSTMENT

**ANALYSIS: (Please address each item in regard to your proposal)**

- SITE/DIMENSIONS/TOPOGRAPHY: Site is flat. See plat for dimensions  
 \_\_\_\_\_  
 \_\_\_\_\_
- EXISTING UTILITIES AND UTILITY ROUTES: yes- shown on preliminary plat  
 \_\_\_\_\_
- PROPOSED UTILITIES AND UTILITY ROUTES: yes- Also shown on preliminary plat  
 \_\_\_\_\_
- ACCESS, ROADS, TRANSPORTATION, AND MOBILITY: As shown and noted on preliminary plat. Direct access from Alice Loop  
 \_\_\_\_\_
- IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS: Adding one lot to existing access and utility easement  
 \_\_\_\_\_
- PUBLIC HEALTH, SAFETY, AND WELFARE: ??? Good  
 \_\_\_\_\_
- ACCESS TO LIGHT AND AIR: ??? yes  
 \_\_\_\_\_

Shee Atika Inc.  
 Last Name

7-25-19  
 Date Submitted

430 + 470 Alice Loop  
 Project Address

• ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT: yes - See plat

• DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES:

None

• EXISTENCE OF ANY ENCROACHMENTS: None

• AVAILABILITY OF REQUIRED PARKING: yes - plenty available on all lots

• SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS: See plat. Agreements are written after preliminary plat approval, then signed and recorded prior to final plat.

**ANY ADDITIONAL COMMENTS** Reconfiguring existing lots to create more lots of smaller size to better accommodate the public need.

Shee Atika Inc North 57 Land Surveying  
Applicant

7-25-19  
Date

Shee Atika Inc.  
Last Name

7-25-19  
Date Submitted

430+470 Alice Loop  
Project Address